



POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

**102 Dyce's Lane
COOLAMON NSW 2701**

EPL: 21047

December, 2018

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1. Why do we need a PIRMP?

Amendments to the *Protection of the Environment Legislation Amendment Act 2011 (PELA)* sought to improve the way pollution incidents are reported and managed in NSW.

The amendments introduced the concept of a Pollution Incident Response Management Plan (**PIRMP**), which intends to improve the way pollution incidents are reported and managed.

PIRMPs are required for companies holding an Environmental Protection Licence. The Coolamon Landfill Facility – Organics EPL 21047.

Note that Council:

- Is required to have a Pollution Incident Response Management plan in place;
- Must keep the plan readily available at the premises to which the Environmental Protection Licence relates;
- Must test the plan at least once every 12 months and after a pollution incident has occurred at the Site; and
- Must immediately take action under this plan if a “pollution incident” occurs that causes or threatens material harm to the environment.

This document details the procedures for notification of pollution incidents resulting in or having the potential to cause material harm to the environment. The notification of environmental incidents under this PIRMP is only required for those incidents causing, or threatening to result in, material environmental harm.

2. What needs to be in a PIRMP?

The specific requirements for PIRMPs are set out in the *Protection of the Environment Operations (POEO) Act* and the *Protection of the Environment Operations (General) Amendment Pollution Incident Response Management Plans) Regulation 2012 (POEO (G) A Regulation)*.

3. Premises Covered by this PIRMP

Coolamon Shire Council
102 Dyce’s Lane
Coolamon NSW 2701
Environment Protection License: 21047

3.1 Closest sensitive receptors



The surrounding area, which may potentially be impacted by a pollution incident occurring at the site, includes the following:

- Landholders adjacent to the property;

4. Responsibilities under this PIRMP?

All personnel have responsibility to ensure emergencies are managed. **Where it is safe to do so.** The following specific responsibilities should be observed during an emergency.

4.1. All Personnel

Upon hearing alarm.

1. If Safe to do so, switch off gas, air conditioning, plant, appliances. b. Leave lights on.
2. EVACUATE immediately to an Emergency Assembly Point, check co-workers/contractors/visitors are out of rooms and building as you leave. d. Report to supervisor.
3. If no supervisor at assembly point, communicate to Chief / Area Warden via radio.
4. Stand by for further instructions
5. Do not leave the assembly area until the all clear has been given by the Chief Warden or the Area Warden

4.2. Warden (Senior Person on Shift)

1. EVACUATE immediately to Emergency Assembly Point.
2. Assign a person to control traffic entry.
3. Liaise with staff to ensure everyone is accounted for.
4. Co-ordinate response until emergency services arrive.
5. Coordinate emergency response parties (RFS, Ambulance etc.)
6. Support emergency services to control the emergency.
7. Broadcast the 'all clear' following an emergency.
8. Report the Incident in accordance with Hazard Incident Reporting Incident Investigation Procedures.
9. Notify the applicable Senior Management that an emergency has occurred

4.3. CEO

1. Manage liaison for incidents with the potential involvement of government authorities, external stakeholders or media.
2. Co-ordinate the formal reporting of the emergency to State Authorities if applicable.
3. Notify Board of emergencies.
4. Nominate and participate in the investigation of emergencies.
5. Ensure action is taken to prevent a recurrence.

4.4. Shift Supervisor (Communications Officer)

1. Instigate emergency systems testing annually.
2. Coordinate visitors register / staff numbers during an evacuation.

4.5. Contractors

1. Attend Contractor Induction prior to commencing work.
2. Follow instruction of Employees or Emergency Response Personnel (i.e.; Wardens etc.)

4.6. Visitors

1. Remain with Tarac employee visiting.
2. Follow instruction of Employees or Emergency Response Personnel (i.e.; Wardens etc.)

5. Local Emergency Services Contact Numbers

Dial '0' to get an outside line, then:

Ambulance, Fire, Police	000
Police (Coolamon)	6927 0344
RFS (Wagga)	6971 4500
WorkCover Authority	13 10 50
Essential Energy	132 391
Poisons Information Centre	13 11 26
Interpreter Service (24 Hours)	13 14 50
Local Doctor Surgery	69273233

6. Site Contact Numbers

LANDFILL CONTACT NUMBERS

Harvey Higgins (Supervisor)	0439 912 850
Ben Barnes	0438 611 084

7. Where is the PIRMP kept?

This PIRMP will be:

- available in written form at the site;
- available to all personnel responsible for implementing the plan (see above);
- made available to an authorised officer on request, including an EPA officer.

8. Risk Assessment

Risks are assessed in accordance with AS4360

CSC have identified the following situations as potential sources of environmental harm

- Fires
- Spillage Or Emission (Including Hazardous Substances)
- Vandalism / malicious intent

8.1. Fire					
Event	Detail	Impact	Likelihood	Control	Release
Ignition of vapour	By electrical equip malfunction, static electricity, malicious intent	<u>Air emission</u> Smoke / vapour release	Low	<ul style="list-style-type: none"> • hazardous zone rated equipment / cabling • annual compliance inspection • Extinguishers / hoses • tag & test • Hot Work Permits • EXE Compliant fittings • earthing of vehicles • intrinsically safe clothing • seek assistance (CFS etc.) 	Refer ERP 4.7
		<u>Surface Water contamination</u> contaminants such as fire retardants, foams, water etc. may contaminate storm water / effluent retention areas	Low	<ul style="list-style-type: none"> • as above plus • spill kits to isolate entry points to stormwater & effluent collection systems. 	
		<u>Groundwater contamination</u> bitumen sealed surfaces may be broken / melted only in extreme fire situation	Low	Sealed surfaces nil	

		Soil Contamination bitumen sealed surfaces may be broken / melted only in extreme fire situation	Low	Sealed surfaces nil	
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8.2. Spillage or Emission (Including Hazardous Substances)					
Event	Detail	Impact	Likelihood	Control	Release
Pump / Tanker spill	Spillage whilst emptying / filling tankers,	<u>Air emission</u> Minor vapour release in hot weather	Low	<ul style="list-style-type: none"> Spray water mist over spill if necessary PPE (respirators, goggles) 	Refer ERP 4.4
		<u>Surface Water contamination</u> Alcohol discharge to ground	Low	<ul style="list-style-type: none"> Bunded areas Immediate Clean-up of spillage Spill kits 	
		<u>Groundwater contamination NA</u>	NA	Nil <ul style="list-style-type: none"> Sealed surfaces bunds 	
		<u>Soil Contamination NA</u>	NA	Nil <ul style="list-style-type: none"> Sealed surfaces bunds 	
Other Chemical Spills	Eg. effluent, Forklift LPG	<u>Air emission</u> vapour release	Low	<ul style="list-style-type: none"> Spray water mist over spill if necessary PPE (respirators, goggles) 	Refer ERP 4.4
	Diesel in Trucks Petrol in vehicles Petrol in drums Welding gases, Laboratory gas, LPG Natural Gas Boiler Chemicals	<u>Surface Water contamination</u> discharge to ground	Low	<ul style="list-style-type: none"> Bunded areas Immediate Clean-up of spillage Spill kits 	
		<u>Groundwater contamination NA</u>	NA	Nil <ul style="list-style-type: none"> Sealed surfaces 	
		<u>Soil Contamination NA</u>	NA	Nil <ul style="list-style-type: none"> Sealed surfaces 	

		Surface Water contamination Additional run-off to collection areas	Low	<ul style="list-style-type: none"> Isolate area Turn off at main isolation point Seek assistance Notification procedure 	
		Groundwater contamination NA	NA	Nil	
		Soil Contamination NA	NA	Nil	
		Surface Water contamination Temporary storage sumps backup & overflow	Low	<ul style="list-style-type: none"> Overfill switches Monitoring sump levels 	
		Groundwater contamination NA	NA		
		Soil Contamination NA	NA		

8.3. Vandalism / malicious intent					
Event	Detail	Impact	Likelihood	Control	Release
Ignition of vapour	intentional ignition by malicious intent / vandalism	<u>Air emission</u> Smoke / vapour release	Low	<ul style="list-style-type: none"> All vats door locked hazardous zone rated equipment / cabling annual compliance inspection Extinguishers / hoses tag & test Hot Work Permits EXE Compliant fittings earthing of vehicles intrinsically safe clothing seek assistance (RFS etc.) 	Refer ERP 4.7

		Surface Water contamination contaminants such as fire retardants, foams, water etc. may contaminate storm water / effluent retention areas	Low	<ul style="list-style-type: none"> as above plus spill kits to isolate entry points to stormwater & effluent collection systems. 	
		Groundwater contamination bitumen sealed surfaces may be broken / melted only in extreme fire situation	Low	Sealed surfaces nil	
		Soil Contamination bitumen sealed surfaces may be broken / melted only in extreme fire situation	Low	Sealed surfaces nil	
Release of product	intentional release by malicious intent / vandalism	Air emission	Low	<ul style="list-style-type: none"> Spray water mist over spill if necessary PPE (respirators, goggles) 	Refer ERP 4.4
		Minor vapour release in hot weather			
		Surface Water contamination Alcohol discharge to ground	Low	<ul style="list-style-type: none"> Bunded areas Immediate Clean-up of spillage Spill kits 	
		Groundwater contamination NA	NA	Nil <ul style="list-style-type: none"> Sealed surfaces 	
		Soil Contamination NA	NA	Nil <ul style="list-style-type: none"> Sealed surfaces 	

10. Incident Response Infrastructure and Equipment

Necessary infrastructure and equipment must be available on-site.

That equipment should be focused around minimising the risk of harm to people and the environment, and for containing or controlling a pollution incident.

In the event of an environmental spill, the management documentation and response equipment shall include, but not be limited to:

- Emergency Response Manual;
- SDS (available on Chemwatch);
- Personal Protective Equipment;
- Extinguishers;
- Spill response clean up kits; and
- Decontamination safety showers.

11. Training

In addition, regular training and instruction regarding this PIRMP must be conducted in accordance with legislative requirements.

All training records, including the name of the person undertaking training and the date of training, shall be maintained in compliance with legal requirements.

11.1. Staff & Contractor Induction

All employees and contractors will be made aware of their roles and responsibilities in the case of incidents during their induction.

12. Testing, Review and Maintenance

Incident management will be included in the testing of our emergency response procedure, which occurs annually.

The testing of this PIRMP will be undertaken to check that the information is accurate and current, and that the plan is capable of being implemented in a workable and effective manner.

Testing shall be undertaken in the following ways:

- Initial testing will be either a desktop review or an environmental emergency drill procedure.
- Review of the PIRMP will occur every 12 months commencing from the
- date of authorisation; and
- The PIRMP will be reviewed within one month from the date of any pollution incident.

12.1. Review Register

Records are kept in accordance with legal requirements and will be included in the Review Register (following page) for this plan.

Information to be retained in relation to the PIRMP testing includes the:

- manner in which the test was undertaken;
- dates when the plan has been tested;
- person who carried out the testing; and
- date and description of any update of, or amendment to, the plan.

DATE OF TEST	NAME OF PERSONNEL UNDERTAKING TEST	MANNER OF TESTING	SUMMARY OF CHANGES (INCLUDE BRIEF DETAIL AND SECTION NUMBER)	DATE OF UPDATE
10/12/2018	Jason Mitchel	Desktop review	Changes to contact details in accordance with staff changes. (section 6)	N/A
10/12/2018	Jason Mitchel	In conjunction with Site Emergency Evacuation drill	Nil Changes	N/A
11/12/2019	Jason Mitchell	In conjunction with Site Emergency Evacuation drill	Nil Changes	N/A

13. Notification

13.1. When

A pollution incident is required to be notified if there is a risk of 'material harm to the environment'

The definition of a pollution incident is: "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.

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay.

13.2. Who - If a Notifiable Pollution Incident Occurs Who Must Notify?

All employees and contractors working at the premises are responsible for alerting management to all environmental incidents or hazards.

Notification responsibilities as detailed in the POEO Act, can be categorised broadly as:

- The duty of an employee or any person undertaking an activity:
 - Any person engaged as an employee or undertaking an activity (at the premises) must, immediately after becoming aware of any potential incident, notify their relevant manager or employer of the incident and all relevant information about it; and
- The duty of the employer or occupier of a premises to notify:
 - An employer or occupier of the premises on which the incident occurs, must undertake notification to the appropriate regulatory authority of any "material harm incidents".

13.3. To Whom?

(a) Internal Notification

Any person engaged as an employee or undertaking an activity (at the premises) must, immediately after becoming aware of any potential incident, notify their relevant manager or employer of the incident and all relevant information about it 'Immediately' is taken to mean 'promptly and without delay'.

(b) External Notification

The agencies listed in the table below are to be notified (in order), of the occurrence and details of a material harm incident immediately.

Pursuant to the guidance provided by the EPA, the decision on whether to report the incident should not delay immediate actions to ensure the safety of people or contain the pollution incident. However, incident notification will be made as soon as it is safe to do so.

AGENCY	CONTACT DETAILS
Fire and Rescue	000 (To be contacted first in this order if the incident presents an immediate threat to human health or property and emergency services are required, or last in this order if emergency response is not required.)
EPA	131 555
Ministry of Health	(02) 9391 9000
Work Cover	13 10 50

13.4. Site Procedure

In accordance with Incident Management, the actions to be implemented at the site following a material harm incident includes the following:

- Alert the site supervisor;
- Attempt to control spill when it is safe to do so, report to emergency Response Warden;
- Assign necessary response resources, (includes equipment and/or personnel) to minimise environmental impacts;
- Site Supervisor to notify
- Facility Maintenance Officer
- Executive Manager Planning and Environment
- General Manager
- relevant authorities
- General Manager – liaison functions to police, EPA and Ambulance;

- Arrange all management interaction with authorities, and community where necessary;
- General Manager to manage Media responses
- Additional assistance;

13.5. Notification to Local Landholders and Community

- Notification of the surrounding community and land holders is a crucial consideration and action if they are at risk.
- Information to be provided to the community will include the following:
 - that an incident has occurred and what it is;
 - potential impacts to local landholders and the community;
 - site contact details; and
 - advice or recommendations based on the incident type and scale.
- The site will maintain contact with all neighbouring property owners that might be affected by the incident personally.

14. Amendments to PIRMP

Changes to site and surrounds including

- site activities (where things are stored, new chemicals, new activities, etc.);
- to neighbours and surrounding land uses;
- in legislation and guidelines; and
- in personnel responsible for activities under this plan.

15. PIRMP Compliance with Legislation

Below are the requirements of the relevant NSW legislation relating to PIRMPs and where those requirements are satisfied in this document:

SECTION	REQUIREMENT	LOCATION IN THIS DOCUMENT
153C		
	(a) The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: Section 7.1 (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and (ii) The local authority for the area in which the Section 8.3 premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and	Section 7.2

	(iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act)	
(b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution,	Sections 8.1 and 8.2
(c)	The procedures to be followed for coordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made	Section 7.3
(d)	98C (1)(c) Details of the pre-emptive action to be taken to 4.1 minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.	Section
	98C (1)(d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity.	Section 4.2
	98C (1)(e) The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.	Sections 4.2
	98C (1)(f) A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.	Section 5.1
	98C (1)(g)	Section 3.1
	The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the POEO Act, and (iii) are responsible for managing the response to a pollution incident.	
	98C (1)(h) The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 7.2

	<p>98C (1)(l)</p> <p>Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on.</p>	Section 8.3
	<p>98C (1)(j)</p> <p>The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on.</p>	Sections 4.1
	<p>98C (1)(k)</p> <p>A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises.</p>	Section 2.4
	<p>98C (1)(l)</p> <p>A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk.</p>	Section 4.1
	<p>98C (1)(m)</p> <p>The nature and objectives of any staff training program in relation to the plan.</p>	Section 5.3
	<p>98C (1)(n)</p> <p>The dates on which the plan has been tested and the name of the person who carried out the test.</p>	Section 4.4
	<p>98C (1)(o)</p> <p>The dates on which the plan is updated.</p>	Section 9.3
	<p>98C (1)(p)</p> <p>The manner in which the plan is to be tested and maintained.</p>	Section 5.4