



# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

**FOR**

**SOUTH COAST LIQUID  
TREATMENT  
13 TOM THUMB AVENUE  
SOUTH NOWRA NSW**

PREPARED BY  
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DATE :30<sup>th</sup> January 2013

REFERENCE: SCLT/SouthNowra/PIRMP20Oct20142 /V 1.4

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**STATEMENT**

This management plan has been prepared on the basis of:

- ◆ two site inspections in July 2016 and October 2016;
- ◆ the visual observations made at that time as well as discussions with site personnel.
- ◆

This document's accuracy and findings are based on the above information only. The future composting facility has not been approved by Council at the time of writing and hence the document will require updating when this facility is commissioned. This information is restricted to the site management of the site at Tom Thumb Avenue South Nowra, NSW. This document is confidential and not to be copied without the permission of South Coast Liquid Treatment

The liability of Pacific Environmental Australia Pty Ltd is restricted to the value of the subject fees and Pacific Environmental reserves the right to correct any misconceptions or errors at its cost. The cost and liability is restricted to the amount of the fees invoiced and paid.



Stephen Smith  
Bsc. Eng., MEng. Sc., CPEng  
Director Pacific Environmental  
17<sup>th</sup> October 2016.

## SECTION 1.0 – INTRODUCTION

The waste recycling depot at 13 Tom Thumb Avenue accepts, treats and recycles a number of liquid wastes being:

- ◆ Grease trap organic wastes;
- ◆ Oily waters;
- ◆ Used oils.
- ◆ A number of organic wastes suitable for composting, post treatment.

A number of emergency situations can cause a release of waste or chemicals from the waste recycling centre at 13 Tom Thumb Avenue South Nowra, NSW. These emergencies can develop from a number of different causes: fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others. This 'Management Plan' sets out the minimum standards in the approach to planning and management of likely emergency situations. There will be a structured group of people (**E**mergency **R**esponse **P**ersonnel (ESP) employed who take command on the declaration of an emergency in the site. They will facilitate safe and orderly implementation of emergency procedures within the site, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service- in all life threatening situations personnel evacuation is paramount.

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

The material in this manual is to be issued in 3 forms:

1. Emergency Procedures Manual, now updated to "**Pollution Incident Response Management Plan**" (PIRMP). This is the complete manual, held by the Operations Manager. It will be required for induction and training.
2. Emergency Procedures Folder. This is the "Action" part of the manual to be used during incidents. Copies are located in all 'Hazard Communication Stations.
3. Fire and Emergency Exit Plan. This is the pictorial plan of the site.

### **Authority and Indemnity**

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

The future composting facility has not been approved by Council at the time of writing and hence the document will require updating when this facility is commissioned.

***Always obey the requests from the emergency personnel and emergency services***

## **SECTION 2.0 EMERGENCY RESPONSE PERSONNEL (ERP)**

<b>Emergency Personnel</b>	<b>Name</b>
Evacuation Coordinator	Mr. John Walker – 0412457258
Deputy Evacuation Coordinator	Mr. Keith Robinson - 0423743854
Yard Area Warden	Mr. Simon Walker - 0402903607
Deputy Yard Warden	Mr. Roger Walker - 041249221
First Aid Officer	Mr. Keith Robinson - 0423743854

## **SECTION 3.0 RESPONSIBILITIES**

All employees must be familiar with the relevant requirements of this procedure. Emergency personnel must ensure that:

- ◆ The names of Area Wardens and Deputy Area Wardens, and changes of Warden Arrangements, are communicated to the Operations Manager.
- ◆ Training (including the induction of new staff) is organized and conducted in a timely manner.
- ◆ Emergency Evacuations Plans are kept up-to-date.
- ◆ A minimum of one evacuation drill per year is conducted onsite, and the review or debriefing details are documented.

The Operations Manager is responsible for:

- ◆ Developing and maintaining this procedure and related documents.
- ◆ Developing and conducting training sessions for the implementation of procedures for Supervisors, other Managers, Emergency Personnel, and First Aiders.
- ◆ Providing the initial Emergency Evacuation Plans.
- ◆ Advising Supervisors and Managers in the implementation of this procedure;
- ◆ Ensuring that all spill kits are maintained and serviceable.

Once the system is implemented the Evacuation Coordinator and Operations Manager become responsible for:

1. Monitoring of the development of Evacuation Procedure.
2. Appointment of Wardens and Deputy Wardens.
3. Organization of a minimum of one evacuation drill yearly.
4. Monitoring the implementation of this procedure, collecting information from evacuation drills feedback, with suggestions for improvements and updates for the Emergency Procedures Manual

## **SECTION 4.0 SITE EMERGENCY PROCEDURES**

### **4.1. EVACUATION PROCEDURES**

This procedure covers this site in case of an evacuation from an Emergency. The Evacuation Coordinator implements the following procedures:

- ◆ The types of emergencies that could lead to a site or partial site evacuation are: (the following list is not exhaustive):
  - a. Fire, various types.
  - b. Spill of a Dangerous Good (DG).
  - c. Major gas leak.

- d. Bush fire or other natural disasters – e.g. floods, earthquake, or major electrical, hail or other storm.
  - e. Robbery – armed Hold-up.
  - f. Bomb threat or terrorist activity.
  - g. Neighborhood emergency.
  - h. Civil incident or serious traffic incident.
  - i. Medical Emergency.
- ◆ When the 'evacuation alarm' is sounded (the air horn), all employees operating equipment must shut down it immediately. This is done safely by pressing the E-Stop or other approved shutting down method.
  - ◆ Additionally, all personnel onsite are to assemble at the initial assembly point, which is located just outside the amenities area, on the main driveway. Move to this point in a brisk but orderly way. **DO NOT RUN!** The Evacuation Coordinator will check all areas to ensure all personnel are accounted for.
  - ◆ Access to the assembly points is displayed on the 'Evacuation Plan'. The exits, various access/egress routes, and assembly points are also displayed. These plans are displayed at various locations around the site.
  - ◆ At this time, the Evacuation Coordinator will decide on the correct course of action. It may include waiting beside the main reception area, moving orderly to the outside assembly point - western side of Tom Thumb Avenue in the car park. The Emergency Services may be called, if required.
  - ◆ All employees and visitors onsite shall be accounted for.
  - ◆ The Evacuation Coordinator will discuss the situation, including any unaccounted for personnel, with the Emergency Services. Together, they will decide when it is safe to return to the site. In the event of the Emergency Services not being present the Evacuation Coordinator in consultation with the Operations Manager will decide when it is safe to return to the site.
  - ◆ **Note:** Never try to extinguish the fire alone. Ensure your own safety! Report the fire ASAP to your Supervisor / Manager and then follow the instructions from the Evacuation Coordinator.

**Always obey the requests from the emergency personnel and emergency services.**

## 4.2 IN THE EVENT OF A MAJOR CHEMICAL INCIDENT

**Please note:** “This is a waste facility.” It is not unusual to see minor volumes product waste on the ground as the concreted areas drain to catchment collection systems.. At the end of each day or before rainfall all open areas are cleaned.

The South Coast Liquid Treatment site has been specially designed, with bunded areas to contain any spills onsite. Any small spills are contained into the specific area blind pits which are emptied daily.

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

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

There are two types of major chemical spills:

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

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

1. A no-go 5m radius is to be established around the affected area and this area shall be evacuated at once.
2. Consult with the Operations Manager and Site Supervisor for the MSDS of the spilled chemical, if applicable.
3. Coordinators are to be satisfied that it is safe to enter the area to conduct a clean-up.

## 4.3. IN THE EVENT OF A BOMB THREAT OR TERRORIST ACTIVITY

1. Above all: Keep calm and do not alarm employees and visitors.
2. If threat is by telephone:
  - a. Prolong call - keep person talking and ask:
    - i. Location of Bomb
    - ii. Time Set to Explode



- iii. Record information for Police as well as any other relevant information as shown on the 'Bomb Threat Checklist'
3. Report call to the Operations Manager.
4. If object found:
  - a. Do not touch
  - b. Report find
  - c. Keep areas clear and evacuate the site in an orderly manner.
5. Basic Rules:
  - a. Treat as genuine
  - b. Record exact information (using checklist if possible)
6. Evacuate if required by Emergency Services or Evacuation Coordinator.

#### **4.4 IN THE EVENT OF A ROBBERY- ARMED HOLD-UP**

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

#### **4.5 In the Event of a Major Fire Incident**

In the event of a fire on site the following procedure is to be followed:

1. Ensure you own safety. Alert all other employees to the incident of the fire;
2. Turn off adjoining power;

3. If you are trained in the use of fire extinguisher and the fire is less than 1 cubic metre select the correct extinguisher for the type of fire and try to extinguish the fire. If unable to do this, sound the evacuation siren (air horn) and / or push one of the emergency response buttons which automatically call the emergency services;
4. Follow the evacuation procedure as already stated;
5. If the fire has been extinguished prior to the emergency services arrival, the Evacuation Coordinator will delegate an employee to ring them and explain the situation;
6. Please Note: It is very important not to attempt to extinguish the fire alone. Report it and sound the alarm.

#### **4.6 IN THE EVENT OF A MAJOR GAS LEAK**

Whilst it is uncommon to have noxious, flammable, explosive or health affecting gasses present on site, the actions in the event of a major gas leak have to be established. In the event of a major gas leak, the evacuation procedure needs to be followed immediately.

1. Ensure your own safety. Alert all other employees to the incident of a major gas leak;
2. Isolate electrical supply to the area;
3. Activate the evacuation siren. Notify the emergency services if there is a fire with the gas leak;
4. Seal the gas leak if practical;
5. When the emergency services arrive, explain the situation to them with the facts that have transpired.
6. Normal work must not be resumed until the Operations Manager, Site Supervisor and Evacuation Coordinator are satisfied that it is safe.

#### **4.7. IN THE EVENT OF A BUSHFIRE OR OTHER MAJOR NATURAL DISASTER.**

The natural disasters that may occur include bushfires, floods, earthquakes, and hostile storms (ie electrical failure, hail, and / or high wind).

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

#### **4.8 IN THE EVENT OF A NEIGHBORHOOD EMERGENCY, CIVIL DISORDER OR SERIOUS TRAFFIC INCIDENT.**

1. In the event of a neighborhood emergency and / or a serious traffic incident, the Evacuation Coordinator will assess the situation and decide on the correct and safest course of action for the site.
2. With a Civil Disorder near the site, it is important that the Emergency Services be contacted immediately.
3. All employees are to attempt to restrict access to the site, stay calm, and minimize contact to avoid antagonizing any group associated with civil disorder, however their access to the site needs to be prevented. Access to tanks and valves needs to be prevented.

#### **4.9. IN THE EVENT OF A SERIOUS MEDICAL EMERGENCY.**

1. Assess the situation and make safe if able to do so.
2. Remain with the person, if possible, and send another person for the nearest First Aider. Provide appropriate support.
3. Do not move the person unless they are in a life threatening situation.
4. The First personnel may request the Emergency Services be notified ASAP. One employee will be designated to meet the ambulance and guide them to the patient.

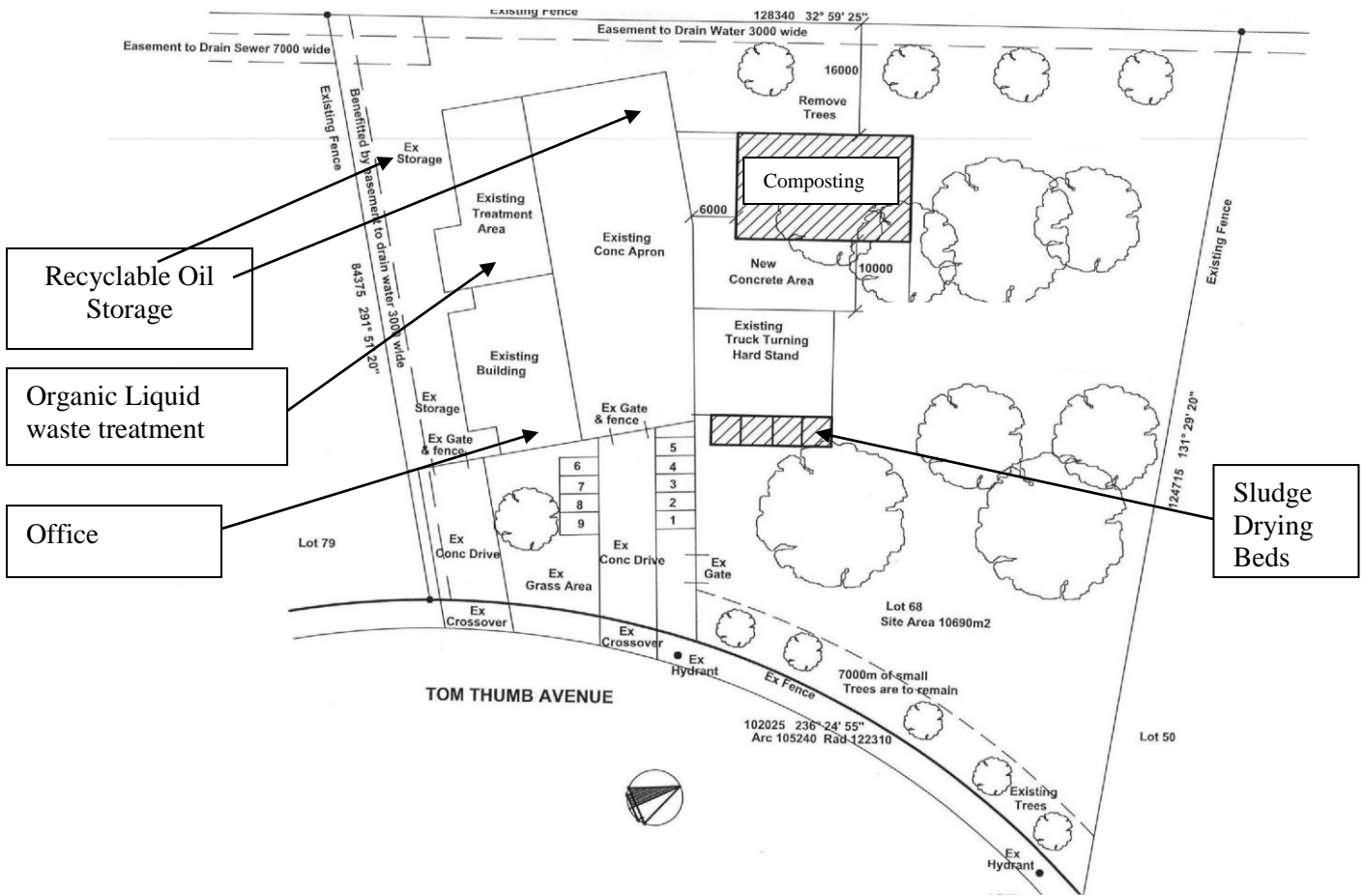
5. Debrief the incident, document, and investigate and action to prevent a reoccurrence, if applicable.

## **SECTION 5.0 NEW EMPLOYEE INDUCTIONS**

All personnel must be made aware of their work environment.

1. Start at the location of the Safety Hazard Board situated in the lunch room, and go over the Emergency Procedures. Review the Evacuation Procedure and Plan and show where the main features are located and where the Initial and Final Assembly Points are (at the car park in Tom Thumb Avenue).
2. Conduct a tour of the site to highlight activates in the work place, amenities, emergency and first aid equipment.
3. All training on site is recorded on each employee's personal training register with a copy kept on their personnel file.

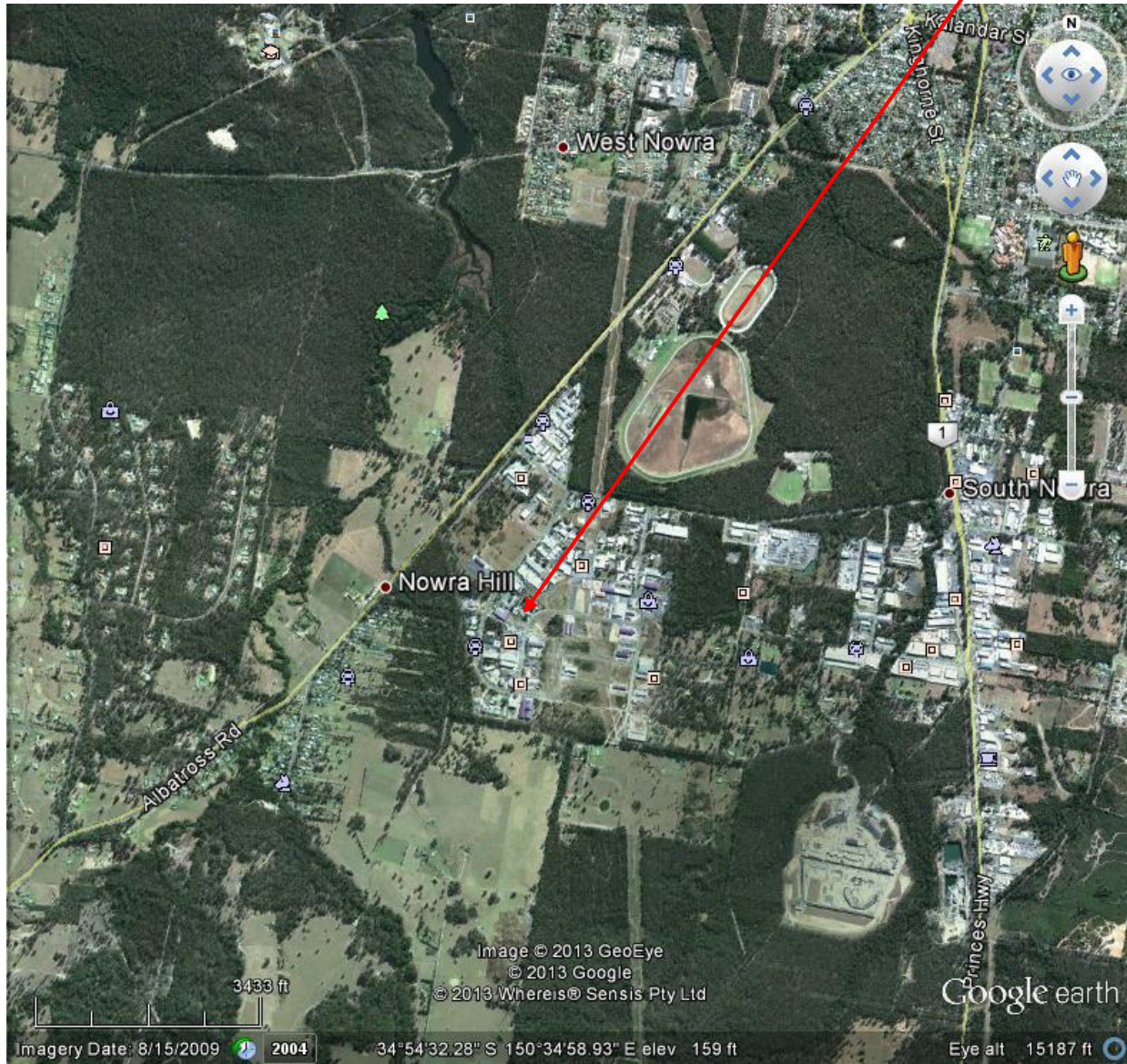
# APPENDIX A – SITE PLAN



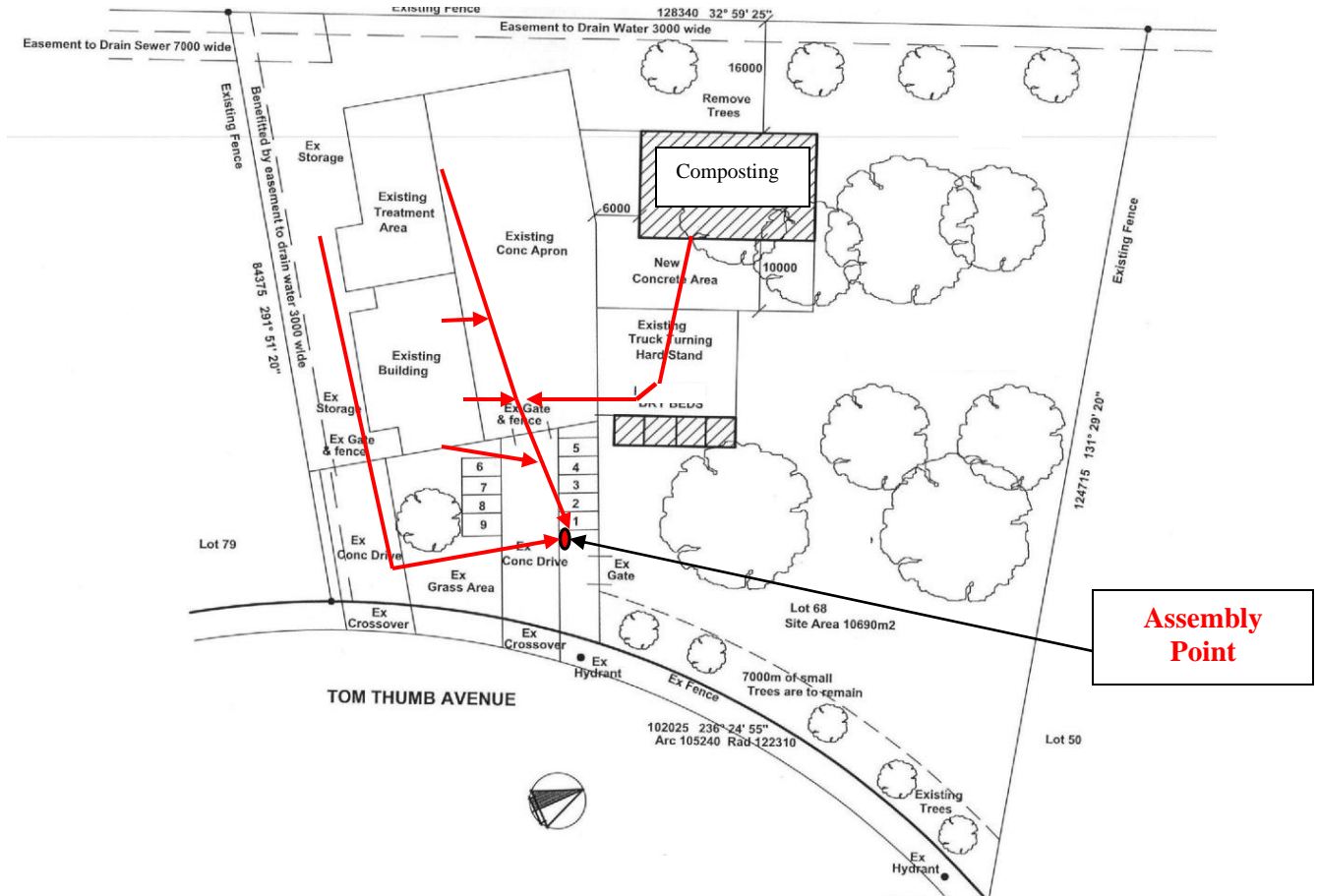


## APPENDIX B SITE LOCATION

Site Location



## APPENDIX C- EMERGENCY EXIT PLAN





## APPENDIX D - BOMB THREAT CHECKLIST

### 1. Initial Action

- Do not hang up! Keep the caller/s talking!

### 2. Record the exact wording of the threat.

### 3. Typical questions to ask, if able:

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

### 4. Listen for:

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

Do not hang up

### 5. After the Call:

- Note the time of the end of the call: \_\_\_\_\_ am/pm
- Name of recipient (print): \_\_\_\_\_
- Signature:
- Date: \_\_\_\_\_
- Report the call to your local Manager/Supervisor, who will contact the Police and the MD.



## APPENDIX E - FIRE EXTINGUISHERS TYPES

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

**NOTE** → **CLASS 'D' fires** (involving metals e.g. magnesium) - use special purpose extinguishers only.

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## APPENDIX F - MAJOR INCIDENT PROCEDURE

This procedure is for an incident in which the Regulatory Authorities will need to be contacted.

### ◆ INCIDENTS

- a. Fire, various types; Bush or other.
- b. Major Chemical Spill of a Dangerous Good (DG) involving evacuation.
- c. Major gas leak.
- d. Other natural disasters – e.g. floods, earthquake, or major electrical, hail or other storm damage.
- e. Any material harm to the environment is caused or threatened.
- f. Robbery or armed Hold-up.
- g. Bomb threat or terrorist activity.
- h. Neighborhood emergency.
- i. Civil incident or serious traffic incident.
- j. Medical Emergency.

### ◆ WHO TO CONTACT IN THE FOLLOWING ORDER.

<b>Emergency Personnel</b>	<b>Name</b>
Evacuation Coordinator	Mr. John Walker – 0412457258
Deputy Evacuation Coordinator	Mr. Keith Robinson - 0423743854
Yard Area Warden	Mr. Simon Walker - 0402903607
Deputy Yard Warden	Mr. Roger Walker - 041249221
First Aid Officer	Mr. Keith Robinson - 0423743854

### PROCEDURE:

- a. When an incident occurs the on-site employee will contact one of the people listed above in order.
- b. If unable to contact the first person continue down the list, leaving messages on their phones.
- c. It is important to follow the instructions from the contacted person, and the Regulatory Authority if on-site.

## **APPENDIX G- NOTIFICATION PROTOCOL FOR REGULATORY AUTHORITIES**

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

The pollution incident is defined as:

'When material harm to the environment is caused or threatened and when the clean up value will be more than \$10,000.'(an amount amended from time to time).

The Authorities will be called in the following order.

1. Emergency Services: Phone '000' anytime  
Fire and Rescue Service Phone '000' anytime
2. The EPA Environment Line Phone '131 555' anytime
3. Infectious diseases/Environmental  
Health Issues Phone '02 4221 6700 (9am to 5pm)  
'02 4222 5000' (AH).
4. WorkCover: Phone '131 050' anytime
5. Shoalhaven City Council: Phone: '02 442 93111;
6. Shoalhaven Memorial Hospital Phone: '02 4421 3111