

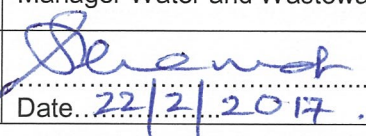
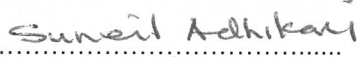


**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
JINDABYNE SEWERAGE**

(EPA Licence 773)

Protection of the Environment Operation (POEO) Amendment Act 2011

Pollution Incident Response Management Plan
JINDABYNE SEWERAGE
(EPA Licence 773)

Document Number	Revision Number	Revision Date	Effective From	Control No.	Copy
ECM: 295463	Rev 2	25 January 2017	22 February 2017	<input type="checkbox"/>	
Prepared By:	Reviewed By:		Approved By:		
Water and Sewer Department	Manager Water and Wastewater		Director Service Delivery		
Signature and Date	 Date: 22/2/2017		 Date: 22/02/2017		

Background

On the 29th February 2012 an amendment to the Protection of the Environment Operation (POEO) Act 1997 introduced a requirement for all licensees to prepare and implement a Pollution Incident Response Management Plan (PIRMP) for each of its licensed activities in accordance with the requirements set out in Part 5.7A of the POEO Act 1997. The amendment included the provision that licensees may link individual PIRMP to their existing Emergency Response Plans.

Definition of a 'pollution incident'

For the purpose of this response plan, a pollution incident is a serious leak or spill of wastewater from any of Snowy Monaro Regional Council's licensed systems to the environment where it results in actual or potential harm to the health or safety of human beings or to ecosystems and/or actual or potential loss, or property damage of an amount, or amounts in aggregate exceeding \$10,000. (see definition in section 147 of POEO Act 1997)

License holder

Snowy Monaro Regional Council under the regulation of the Environmental Protection Authority (EPA) NSW is the holder of License Numbers 773 for Jindabyne wastewater systems.

Jindabyne sewerage system is made up of;

- (1) Sewage Treatment Plant
- (16) Pump stations
 - (6) East Jindabyne
 - (2) Tyrolean
 - (8) Jindabyne
- (13) Reticulation drainage systems

This PIRMP addresses the specific hazards, risks and response required for the above assets of the scheme.

Objective of the plan:

- Ensure that serious environmental consequences are negated by ensuring that appropriate pollution prevention measures are in place or immediately available to SMRC staff and Emergency services
- Ensure that SMRC employees are appropriately trained to manage and undertake pollution incident response and remediation measure in the event of sewage spill or discharge.
- Ensure that procedures are in place so that all affected parties are appropriately notified of a pollution incident.

Site Activities Overview – Jindabyne Sewage Treatment Plant

The Jindabyne Sewage Treatment Plant collects and treats wastewater from the townships of; Jindabyne, East Jindabyne, and Tyrolean. Wastewater is also collected from the Station Resort, Leesville and Cobbin Estate. The collection and treatment of wastewater is completed to standards required by the EPA, NSW for the discharge of treated effluent, under licence no 773 to the Snowy River.

A failure at the Jindabyne Sewage Treatment Plant, pump station and reticulated sewer system having impacted on the Snowy River and/or lake Jindabyne has the potential to cause major environmental harm and have possible public health consequences. Although the facility and system have pollution control measures it is recognised that there are residual risks of spillage/discharge to either of these water bodies.

Operating hours

The Jindabyne Sewage Treatment Plant operates intermittently on demand 24hours per day, 7 days a week. The operating system is fully automated utilising Programmable Logic Controllers (PLC's) and equipped through SRSC radio SCADA (Telemetry) systems for monitoring and emergency response. The plant is staffed 7 days a week from 8:30am to 4:30pm on weekdays and 7:30 to 11:30 on weekends by trained operators.

Description of surrounding area

The Jindabyne Sewage Treatment Plant is located 600m to the west of the Jindabyne dam spillway. The north and west boundaries of the plant are shared with Jindabyne landfill, Cobbin creek runs along the southern boundary 80m at closest point. (Refer Attached Map)

The pump stations are located within close proximity to the Lake Jindabyne (Refer Attached maps in Appendix)

The sewer pipeline networks are also shown in the maps in the Appendix. (Refer Attached maps in Appendix)

Likelihood of a Pollution Incident Occurring

- The combination of design, construction, contingency planning and long-term maintenance for this facility should result in a system where overflows only occur in exceptional circumstances

Therefore the likelihood is: **Rare but with major environmental and public health concerns**

Hazards to human health and the environment at this site as a result of failure of the wastewater treatment plant and the discharge of wastewater to the environment

Risk assessments of the facility have concluded that in the event of a discharge of wastewater from the treatment plant to the environment there would be **potential consequences to public health and major environmental harm**

Table 1 – Risk Assessment

Hazard	Estimated Risk Rating		Contributing Condition or Event	Action
	Likelihood	Consequence		
Pollutants entering the Cobbin Creek	Possible	Major	Structural failure of Leachate pond or rock wall in the Maturation Pond.	Bypass the Maturation pond limiting contamination to pond itself and preventing pollutants reaching the
Chemical usage (Ferrous and Lime)	Possible	Moderate	Spill from the dosing area.	Chemical are contained in a bunded area.
Pollutants entering the Cobbin Creek	Possible	Major	1. PLC Failure 2. Blower Failure 3. Electricity Power Supply Failure	Alarm will be generated through Telemetry system for PLC failure, Power Failure and any equipment failure. Contain the effluent within the maturation ponds as emergency storage.

Table 2: Chemical Product Inventory and Material Handling

Trade name of substance	State				Maximum Stored Amount	Location	Type of Containment
	Solid	Liquid	Gas	Powder			
Ferrous Chloride		X			50kL	Refer to JSTP site plan	Within bunded area at the STP
Lime Bags				X	8 tonnes	Refer to JSTP site plan	Within the lime dosing and storage room
Lime solution		X			16kL	Refer to JSTP site plan	In solution tank
Actizyme (Odour Control)		X			1000 litres	EJSPS4;EJSPS5;JSPS2A JSPS4; JSPS5;Mitchell circuit manhole	In container within the pump stations
Petrol		X			40 litres	Within the JSTP site	Shipping container on site
Oil and Grease		X			40 litres	Within the JSTP site	Shipping container on site
Diesel		X			40 litres	Within the JSTP site	Shipping container on site

Pollution Prevention and Mitigation Measures

The Jindabyne Sewage Treatment Plant and associated pipe network system and pump stations have the following pollution prevention/mitigation measures incorporated into the plant design so as to minimise the risk of spillage or discharge of wastewater

- Series of Maturation ponds before it enters in the Cobbin Creek. Retention time and containment within these ponds will prevent any catastrophic event from occurring.
- Emergency overflow storage at sewer pump stations
-

Emergency and Early Warning Systems

The Jindabyne Wastewater Treatment Plant has 22 separate process alarms linked to a 24hour alarm system that notifies the appropriate SMRC employees in the event of a system failure. In the event of a system failure the telemetry system will keep attempting to make contact until it has been recognised.

The response time by SMRC staff in the event of a failure is approximately one (1) hour

Table 3: Safety Equipment and Personal Protective Equipment

Equipment	Location	Personnel Trained/ Certified in the use of equipment
PPE (Gloves, Goggles, helmets, ear muffs, boots)	PPE Bags	All SRSC Staff WHS trained
4 BA units	In emergency equipment storage shed	W&S Staff with BA handling training/ Confined Space Training
3 Harnesses	In emergency equipment storage shed	W&S Staff with Confined Space Training
Tripod and winch	In emergency equipment storage shed	W&S Staff with Confined Space Training
Hazardous Gas detectors	In emergency equipment storage shed	W&S Staff with Confined Space Training
Fire Extinguishers	In Laboratory and electrical switchboard room	All W&S staff trained in use of fire fighting equipment
First Aid	In Laboratory	All W&S staff trained in First Aid
Eye washer	In Laboratory	All W&S staff trained in First Aid
3 Safety shower and eye washers	In chemical dosing area	All W&S staff trained in First Aid

Table 4: Pollution Prevention Equipment Inventory (internal on and off site resources)

Type	Amount	Location	Contact
Sewer cleaning equipment	1	Berridale Depot at Basalt Street	Operators: 0457 703 803 Sewer Supervisor: 0408 484 853
Various pumps	1	In workshop within JSTP	Operators: 0428 266 891 Sewer Supervisor: 0408 484 853
Pressure washers	1	Leesville Depot	Operators: 0428 266 891 Sewer Supervisor: 0408 484 853

Table 5: External Resources

Company Name	Service Supplied/available	Contact details
Top To Bottom Plumbing Cooma	Truck mounted vacuum pump 5m ³ capacity, excavator, backhoe, tipper truck, skilled day labour	Landline: 02 6452 2410 Mobile: 0418630233
South East Waste Recovery Jindabyne	Truck mounted vacuum pump 5m ³ capacity	Landline: (02) 6456 4657 Mobile: 0428 409 669
ALS Environmental Division Water Resources Group	Water sampling and reporting	Landline: 02 6202 5401
Local Contractors	Heavy plant and equipment hire	

Table 6: SRSC Staff responsible for the PIRMP

Position	Responsibilities	Phone Number
Director Service Delivery	Authorisation and Activation of the PIRMP including Liaison with the General Manager and Councillors for any media releases.	0427 018 846
Manager of Water and Wastewater	Liaison with EPA, Inspect site, inform relevant authorities listed in the plan Management of Pollution Incident Response	0418 284 553

Water and Wastewater Engineer	Management of Pollution Incident Response	0407 243 180
Wastewater Supervisor	Action the Pollution Incident Response	0408 484 853
Water Supervisor	Action the Pollution Incident Response	0418 672 523
Plant Operator	Action the Pollution Incident Response	0457 703 803

Procedures to be followed by SMRC (the license holder) on notification of a pollution incident

- Emergency call out procedure for water and sewerage (ECM: 291176)
- Sewer spill action decision flowchart (ECM: 291408)
- Sewer overflow procedures (ECM: 291415, ECM: 291409, ECM: 291410; ECM: 291411)

Immediate notification of relevant authorities by authorised officer – Manager Water and Wastewater

1. Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, NSW police and NSW ambulance service are the first responders, responsible for controlling and containing incidents
2. The Environment Protection Authority (EPA), NSW – Environmental Line on 131 555
3. Ministry of health – Emergency Number (02) 6080 8901
4. Work Cover 13 10 15
5. Notify Snowy Hydro Manager Environmental Services and Land Snowy Hydro 0427 773 504 or 6453 2888

Communications

Persons through whom all communications are to be made and procedures to be followed for co-ordinating with the authorities and other person to be notified, including property owners affected and external organisations are to be set out.

Desktop Training

An annual desktop training exercise will be conducted with the staff responsible for the management and operation of the PIRMP. A record of the exercise including the names of participants and issues raised will be maintained for each exercise and used to initiate improvements in the PIRMP.

Field Training

All new staff will be given induction to the sewer spill procedural training on the field.

Table 7: Action Plan – in response to possible or actual wastewater overflow from the Jindabyne Wastewater Treatment Plant

SRSC Responsibility	Actions	Notes and Contact Details
<u>Council Staff Receiving Report</u>	1. Report from Public, Council staff or Telemetry - Obtain details of spill and location - Obtain contact details of person reporting spill (if applicable)	
<u>Sewer Supervisor / Water Supervisor / Water and Wastewater Engineer</u>	1. Carry out Worksite Specific Risk Assessment to; - Assess incident. Take photographs to document the overflow/spill - Determine the cause of the failure/spill <ul style="list-style-type: none"> • Electrical failure • Mechanical failure • Blockage • Structural failure - Estimate of time until return of full services - Note any possible environmental concerns - Estimate the extent of work to be carried out and if any hazards exist <ul style="list-style-type: none"> • Phone cables • Power cables • Other utilities - Determine the Personal Protective Equipment (PPE) required - Determine any Manual Handling issues - Determine any Traffic Control methods/issues as required - Complete appropriate forms <ul style="list-style-type: none"> • Confined Space Risk Assessment and Entry Permit • Traffic Control Plan • Environmental Control Plant 2. Notify Manager of Water and Waste - Whether the spill could have major environmental consequences - Provide an estimate of the time until full services are restored - Confirm minor incident that can be managed by SRSC staff and/or local contractors - Confirm major incident requiring the services of an accredited emergency pollution incident management company 3. Commence Work - Carry out a site induction for all workers involved in the incident response (both council employees and contractors) so everyone is aware of their responsibilities and what work is to be carried out - Implement Traffic Control Plan and Pedestrian Management Plan (as required) - Implement Environmental Controls - Implement spill sampling and testing plans - Contact relevant contractors and the ALS Laboratory	Manager Water and Wastewater: 0418 284 553
<u>Manager of Water and Wastewater</u>	In the event of a major incident <ul style="list-style-type: none"> - Notify Director Service Delivery - Notify the Environmental Protection Authority (EPA), NSW - Notify NSW Health - Notify Snowy Hydro 	
<u>Manager Water and Wastewater Water and Wastewater Engineer / Water Supervisor / Sewer Supervisor</u>	<p align="center">General Procedure</p> <p>Minor Incident</p> <ul style="list-style-type: none"> - Engage a local contractor if required - Commence pollution prevention/mitigation measures as required, until failure has been corrected - Undertake clean-up, disinfection and incident reporting procedures <p>Major Incident</p> <ul style="list-style-type: none"> - Maintain all reasonable attempts to prevent wastewater 	

	<ul style="list-style-type: none"> from entering major water bodies - Continue with spill containment and clean-up measures - Contact the relevant authorities according to the procedure <p>Minor and Major Incident</p> <ul style="list-style-type: none"> - At the completion of the clean-up and remediation works undertake a site inspection to confirm that the site has been successfully decontaminated - Remove all temporary works and traffic control signs - Undertake a debriefing with all staff and contractors and provide council with an incident report for approval and forward to the EPA as required 	
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Evacuation Procedure

- Staff or visitors become aware that there is an emergency
- Wastewater Supervisor or operator in charge of the plant is to take charge as Emergency warden and determine whether evacuation is require
- Evacuate all persons on site as per evacuation procedure
- Ring 000 if required
- Inform Manager of Water and Wastewater – 0418 284 553

Emergency warden is to:

- Direct staff, contractors and visitors to the assembly point near the plant entry gate
- If possible, put on appropriate PPE and ascertain type of emergency and contributing factor
- Keep people away from hazardous areas

Emergency Warden is also to keep notes on activities including time for records, any possible review enquiry or investigation.

Method of Accounting for Persons

- Check names against site sign-in sheet

APPENDICES

NOTE: The appendices are subject to revision and the latest version of the appendices shall apply to the Pollution Incident Response Management Plan

Appendix A

ECM: 297710- List of Properties 5km downstream of the Jindabyne Sewerage Treatment Plant

Appendix B

ECM: 297705- List of External Contacts for the Jindabyne Sewerage Treatment Plant

Appendix C

ECM: 297350- Sewer Spill COC form for laboratory testing

Appendix D

ECM: 2995372 -Signed Record of toolbox meeting January 2017

Appendix E

ECM: 297530 - Report to Environmental Incident Hotline (Water Directorate Form)

Appendix F

ECM: 291176-Emergency call out procedures for water and sewerage

Appendix G

ECM: 291408- Sewer Spill Action Decision Flowchart

Appendix H

ECM: 291415- Sewer Choke Clean up Procedure

Appendix I

ECM: 291409- Sewer Overflow inside a Building Clean up procedure

Appendix J

ECM: 291411- Actions on receipt of notification of a sewage overflow

Appendix K

ECM: 291410- Sewer overflow clean up and de-contamination procedure

Appendix L

ECM: 297732- Map of the Jindabyne Sewerage Treatment Plant identifying key features of the plant

Appendix M

ECM: 297725- Map of the Jindabyne Sewerage networks of pipes and manholes

Appendix N

ECM: 297726 - Map of the East Jindabyne Sewerage networks of pipes and manholes

Appendix O

ECM: 297724- Map of the Leesville Sewerage networks of pipes and manholes

Appendix P

ECM: 297727 - Map of the Cobbin Sewerage networks of pipes and manholes

Appendix Q

ECM: 297723 - Map of the Tyrolean Village Sewerage networks of pipes and manholes

Appendix R

ECM: 297736 - Map of the Jindabyne Sewerage Pump Station SPS2

Appendix S

ECM: 297737- Map of the Jindabyne Sewerage Pump Station SPS1

Appendix T

ECM: 297738 - Map of the Jindabyne Sewerage Pump Station SPS3

Appendix U

ECM: 297739 - Map of the Jindabyne Sewerage Pump Station SPS4

Appendix V

ECM: 297740 - Map of the Jindabyne Sewerage Pump Station SPS5

Appendix W

ECM: 297741 - Map of the Jindabyne Sewerage Pump Station SPS6

Appendix X

ECM: 297742 - Map of the Jindabyne Sewerage Pump Station JSPS7

Appendix Y

ECM: 297748 - Map of the East Jindabyne Sewerage Pump Station JSPSI

Appendix Z

ECM: 297747 - Map of the East Jindabyne Sewerage Pump Station JSPS2

Appendix AA

ECM: 297746 - Map of the East Jindabyne Sewerage Pump Station JSPS3

Appendix AB

ECM: 297745 - Map of the East Jindabyne Sewerage Pump Station JSPS4

Appendix AC

ECM: 297744 - Map of the East Jindabyne Sewerage Pump Station JSPS5

Appendix AD

ECM: 297743 - Map of the East Jindabyne Sewerage Pump Station EJSPS6

Appendix AE

ECM: 297733- Map of the Tyrolean Village Sewerage Pump Station TYSPSI

Appendix AF

ECM: 297734 - Map of the Tyrolean Village Sewerage Pump Station YSPS2

Properties Downstream of the Jindabyne Wastewater Treatment Plant

Property No.	Property Address	Name	Phone No.	Postal Address
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Redacted. Information available to SMRC staff.

External Contacts	
Company Name	Contact number
The Environmental Protection Authority (EPA), NSW	- 131 555
Department of Health – Emergency Number	- 02 4824 1840
WorkCover	- 13 10 50
Police, Fire, Ambulance – Emergency	- 000
Police Local Command	- 6456 3244
Fire Brigade	-
State Emergency Service (SES)	- 13 25 00
Essential Energy – Electricity Utility Control Centre	- 13 20 80
NSW Health Department – Division of Analytical Laboratories (DAL)	- 02 9646 0222
NSW Food Authority	- 1300 552 406
Catchment Management Authority	- 6452 1455
Department of Primary Industries	- 6452 3411



Traralgon Office
4/55 Hazelwood Rd
PO Box 1469
Traralgon VIC 3844
Phone: 03 5176 4170
Fax: 03 5176 4473

ABN: 94 105 060 320

Page.....of.....

Appendix C

Snowy River Shire Council				Lab Work Order No:	
Gnai Ahamat, Carlie Deans, Ahmad Selamat				Project Name:	
2 Myack St Berridale, NSW – 2628					
Phone: 02 64511195		Fax:		Mob: 0407243180	
Results:		Invoice:		TESTS REQUIRED	
Email:		Email:			
P/O No.:		Quote No.:			
T/A Time:		Sampler:			
Job/Proj Ref:					
Sample Point ID		Sample Description		Matrix/Type/Freq	
		No of Containers		Time sampled	
		Date Sampled		Conductivity	
				Total Iron	
				Chlorophyll a	
				Faecal Coliforms	
				Total P	
				Total N	
				Ammonia	
				Oils and Grease	
				TSS	
				BOD	
				PH	
Special Instructions:					
Relinquished By:		Company:		Received By:	
				Date:	
				Time:	
LAB USE ONLY				Sample conditions:	
This form is for recording of sample data after prior consultation with an analyst regarding sampling procedures and does not override pricing agreements, OHS requirements and our terms and conditions.				Samples received undamaged [Yes/No]	
As an Occupational Health and Safety consideration, it is a requirement of ALS Water Resources Group that all samples received be undamaged and prior advice given in writing of any potential health risks.				Samples adequately preserved [Yes/No]	
				Samples within recommended holding times: [Yes/No]	
				Samples transported at appropriate temperature [Yes/No]	



Record Of Tool Box Meeting			
Section/Project Name: JSTP PIRM Review	Location/Building: Council Benildale.	Contact/Job No:	
Meeting Conducted by: Grazi Ahamar	Attended by: Darryl Smith Dave McCullum Dennis Pilkington Graur Holmes Ahmad Sciamar Carhe Anderson Brad Clocw	Date: 25.01.2017.	
Main subject of meeting: Review of Jindabyne STP PIRM PS.			
Main Points Covered: _____ _____ _____ _____ _____ _____ _____ _____ _____			
Other subjects discussed: _____ _____ _____ _____			
Attendees Signature:			
1 Ahamar	7 [Signature]	13 _____	_____
2 [Signature]	8 [Signature]	14 _____	_____
3 [Signature]	9 _____	15 _____	_____
4 [Signature]	10 _____	16 _____	_____
5 [Signature]	11 _____	17 _____	_____
6 [Signature]	12 _____	18 _____	_____
Notes:			

ECM-2995372

PART A

Report to Environmental Incident Hotline

LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see www.environment.nsw.gov.au/pollution/notificationprotocol.htm

☐ Project ☐ Facility ☐ Activity ☐ Location/Name:

STREET NUMBER STREET NAME

SUBURB NEAREST CROSS STREET

WHERE DID THE INCIDENT OCCUR

SECTION/UNIT RESPONSIBLE FOR THE SITE

☐ **Sewage**

- ☐ break in mains
- ☐ pumping station (sewage or chemical)
- ☐ sewage treatment plant
- ☐ other (ponds etc)

☐ **Waste**

- ☐ waste from Council project/facility/activity
- ☐ dumped waste
- ☐ asbestos only

☐ **General**

- ☐ spill/overflow (chemical, fuel, substance etc)
- additional detail required below
- ☐ vegetation - disturbance / damage
- ☐ general - (heritage, water, wildlife etc)
- ☐ other

Cause

- ☐ blockage
- ☐ mechanical failure
- ☐ electrical failure or power outage
- ☐ rainfall inundation
- ☐ trade waste incident
- ☐ break in main
- ☐ other

DESCRIPTION OF INCIDENT

ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT

Were photos taken: YES ☐

NO ☐

Were samples taken: YES ☐

NO ☐

DETAILS OF PERSON REPORTING THE INCIDENT

NAME

DATE

PHONE

MOBILE

DEPARTMENT SECTION

PART B

Report to Environmental Incident Hotline INVESTIGATION

The appropriate Section Supervisor/Manager is responsible for completion of Part B of the incident report.

IMMEDIATE ACTION BY SUPERVISOR/MANAGER**Will the incident:**

1. Require assistance from other agencies to contain, isolate or cleanup?

If "Yes" call 000 immediately.

YES ☐ NO ☐ NOT SURE ☐

2. Pose any actual or potential harm to human health that is not trivial?

- Is it located within 100m of a school, childcare centre, aged care home?
- Could it impact on users of public areas such as ovals, reserves, waterways?
- Could the impact spread and potentially harm occupants of nearby properties?

YES ☐ NO ☐ NOT SURE ☐

3. Pose any actual or potential harm to ecosystems that is not trivial?

- Could the incident flow / impact on a water body or drainage system?
- Could the incident flow / impact on environmentally sensitive land?

YES ☐ NO ☐ NOT SURE ☐

4. Result in actual or potential loss or property damage of an amount over \$10,000?

YES ☐ NO ☐ NOT SURE ☐

If you answered '**YES**' to any of the above then the incident should be considered as a notifiable "pollution event". There is a **duty to notify** the EPA, Ministry of Health, WorkCover and Fire and Rescue NSW immediately after becoming aware of a pollution incidents where material harm is caused or threatened. Failure to do so is an offence (*Protection of the Environment Operations Act 1997*)

AGENCY NOTIFICATIONS

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order.

NSW EPA (EPA Environment Line: 131 555)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF EPA REPRESENTATIVE

TIME AND DATE

EPA REFERENCE NUMBER

ACTIONS REQUIRED BY EPA

NSW Health – Local Public Health Unit Goulburn PHU (Greater Southern AHS) (02) 9824 1840

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF PHU REPRESENTATIVE

TIME AND DATE

PHU REFERENCE NUMBER

ACTIONS REQUIRED BY LOCAL PHU

WorkCover Authority (WorkCover: 13 10 50)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF WORKCOVER REPRESENTATIVE

TIME AND DATE

WORKCOVER REFERENCE NUMBER

ACTIONS REQUIRED BY WORKCOVER

Fire & Rescue NSW (Emergency Hotline: 000)

Contacted: ☐ YES ☐ NO

Reason not contacted:

NAME OF FIRE & RESCUE REPRESENTATIVE

TIME AND DATE

FIRE & RESCUE REFERENCE NUMBER

ACTIONS REQUIRED BY FIRE & RESCUE

CONTINUES ON REVERSE

OTHER NOTIFICATIONS TO CONSIDER INCLUDE:

- ☐ Internal contacts eg Environmental Health Officer
- ☐ Media
- ☐ NSW Food Authority
- ☐ Shellfish programs
- ☐ River users eg boat hiring companies
- ☐ Marine education centres
- ☐ Other

PRELIMINARY INVESTIGATION

Notes from discussions with relevant operational staff

Any further observations or comments by Supervisor / Manager

CATEGORISATION BY AUTHORISED OFFICER

- ☐ **Minor**
No notification required
 - Incident affects small area only (eg single property) AND
 - Incident is easy to clean up without additional assistance, AND
 - There is no risk of material harm to humans or the environment.
- ☐ **Moderate**
Notify EPA and Local PHU only
 - Incident affects more than one property OR
 - There is a risk of pollution or material harm to the environment BUT
 - Cleanup can be completed without assistance AND
 - There is no danger to humans.
- ☐ **Major**
Notification required - Notify EPA, Local PHU, Workcover and Fire & Rescue
 - Potential or actual harm to humans and the environment AND/OR
 - Assistance is required with cleanup from other agencies.
- ☐ **Council Responsible**
Incident occurred as a direct result of Council activity or function.
- ☐ **Response by Council**
Incident occurred on Council land, or land under Council care and control BUT Council did not cause the incident.
- ☐ **Technical Licence Breach**
Relating to technical compliance such as exceedence of permissible discharge volume or environmental monitoring limits.

DETAILS OF APPROPRIATE SECTION SUPERVISOR/MANAGER REPORTING THE INCIDENT

NAME


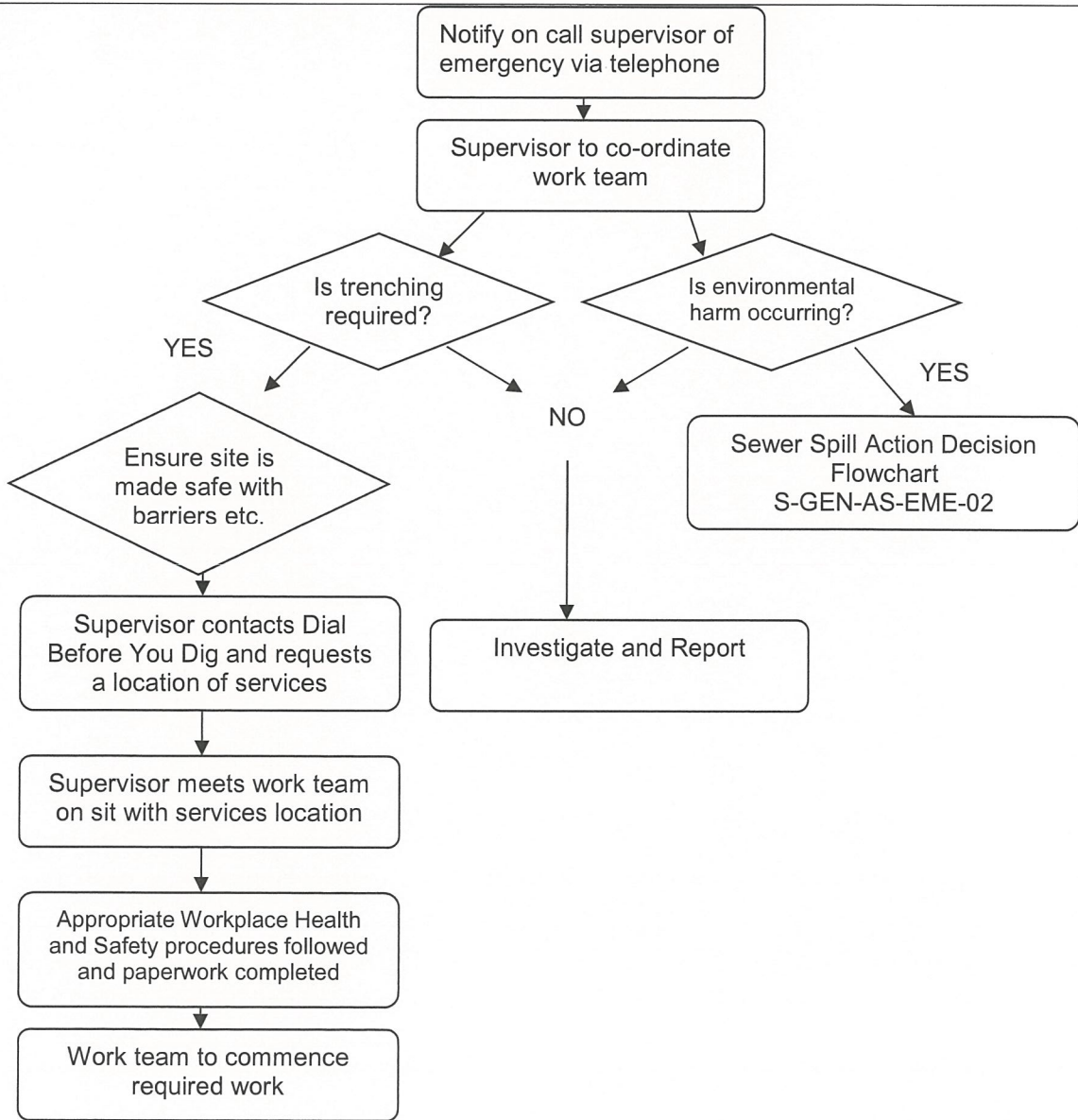
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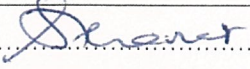
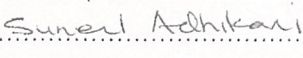

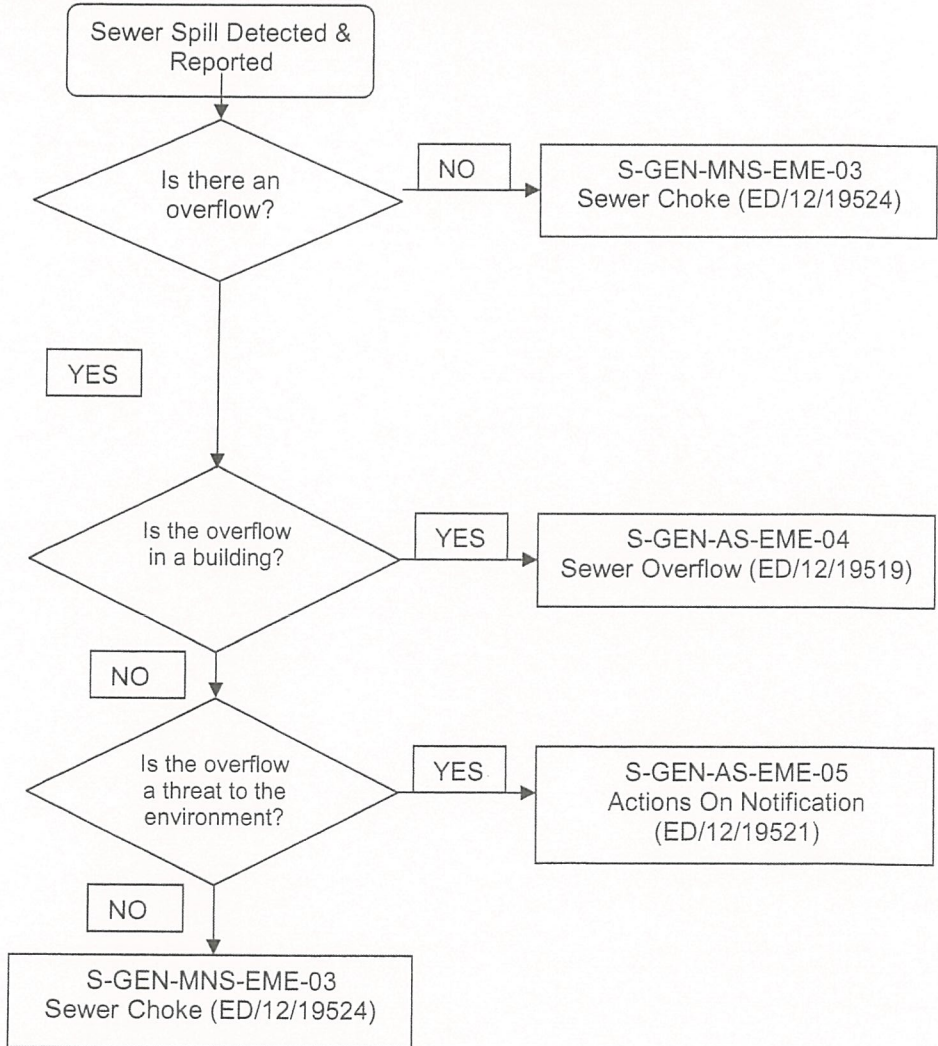
PHONE

MOBILE

DEPARTMENT SECTION

EMERGENCY CALL OUT PROCEDURES FOR WATER AND SEWERAGE A-GEN-AA-EME-01

Document Number	Revision Number	Revision Date	Effective From	Control Copy No.
ECM: 291176	Rev. 2	1/11/2016	14/11/2016	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>
Prepared By:	Reviewed By:	Approved By:		
Water and Sewer Team	Manager Water and Wastewater	Director Service Delivery		
Signature and DateDate.....	Date.....	
Applicable to	All staff involved in undertaking this activity			
Aim of the Procedure	The purpose of this document is to provide guidelines for the procedure to be followed for a water or sewer emergency call out			
PPE				
Steps of Procedure	<div style="text-align: center;">  <pre> graph TD A[Notify on call supervisor of emergency via telephone] --> B[Supervisor to co-ordinate work team] B --> C{Is trenching required?} B --> D{Is environmental harm occurring?} C -- YES --> E{Ensure site is made safe with barriers etc.} C -- NO --> F[Investigate and Report] D -- YES --> G[Sewer Spill Action Decision Flowchart S-GEN-AS-EME-02] D -- NO --> F E --> H[Supervisor contacts Dial Before You Dig and requests a location of services] H --> I[Supervisor meets work team on sit with services location] I --> J[Appropriate Workplace Health and Safety procedures followed and paperwork completed] J --> K[Work team to commence required work] </pre> </div>			

SEWER SPILL ACTION DECISION FLOWCHART, S-GEN-AS-EME-02			 SNOWY RIVER SHIRE COUNCIL	
Document Number	Revision Number	Revision Date	Effective From	Control Copy No.
TRIM ID ED/12/19518	Rev. 0	30/8/2012	1/9/2012	<input type="checkbox"/>
Prepared By:	Reviewed By:	Approved By:		
Water and Sewer Team	Manager Water and Wastewater	Director Technical Services and Operations		
Signature and Date	 Date: 30/8/12  Date: 30/8/12			
Applicable to	All staff involved in undertaking this activity			
Aim of the Procedure	The purpose of this document is to provide guidelines for sewer spill action			
PPE				
Steps of Procedure	 <pre> graph TD Start([Sewer Spill Detected & Reported]) --> D1{Is there an overflow?} D1 -- NO --> A1[S-GEN-MNS-EME-03 Sewer Choke (ED/12/19524)] D1 -- YES --> D2{Is the overflow in a building?} D2 -- YES --> A2[S-GEN-AS-EME-04 Sewer Overflow (ED/12/19519)] D2 -- NO --> D3{Is the overflow a threat to the environment?} D3 -- YES --> A3[S-GEN-AS-EME-05 Actions On Notification (ED/12/19521)] D3 -- NO --> A4[S-GEN-MNS-EME-03 Sewer Choke (ED/12/19524)] </pre>			








SEWER CHOKE CLEAN UP PROCEDURE

S-GEN-MNS-EME-03

Document Number	Revision Number	Revision Date	Effective From	Control Copy No.
ECM: 291415	Rev. 2	1/11/2016	14/11/2016	<input type="text"/>
Prepared By:	Reviewed By:	Approved By:		
Water and Sewer Team	Manager Water and Wastewater	Director Service Delivery		
Signature and DateDate.....Date.....		
Applicable to	All staff involved in undertaking this activity			
Aim of the Procedure	The purpose of this document is to provide guidelines for the steps to be followed in the event of a sewer choke			
Frequency	Emergency			
PPE				
Hazard Identification	<ul style="list-style-type: none"> • Sewage contamination of personnel and equipment 			
Location	General			
Steps of Procedure	<ol style="list-style-type: none"> 1. Carry out an inspection of the work site 2. Conduct a risk assessment to determine a safe work procedure <ul style="list-style-type: none"> • Traffic control measures • Environmental controls • Confined space assessment 3. Ensure all workers suit-up, check safe access, erect signs and initiate all safety measures 4. Implement controls as required 5. Locate manholes upstream and downstream of the blockage 6. Remove the cover of the downstream manhole <ul style="list-style-type: none"> • If access can't be obtained through the downstream manhole open the first upstream manhole • Record the inaccessibility of any manhole for future investigation and repair 7. Erect barricades around manholes/pits that are to be open for a period of time <ul style="list-style-type: none"> • Hazard lights to be used with barricades where required between dusk & dawn 			











SEWER OVERFLOW INSIDE A BUILDING CLEAN UP PROCEDURE S-GEN-AS-EME-04

Document Number	Revision Number	Revision Date	Effective From	Control No.	Copy			
TRIM ID ECM: 291409	Rev. 2	1/11/2016	14/11/2016	<input type="text"/>				
Prepared By:	Reviewed By:		Approved By:					
Water and Sewer Team	Manager Water and Wastewater		Director Service Delivery					
Signature and DateDate.....	Date.....					
Applicable to	All staff involved in undertaking this activity							
Aim of the Procedure	The purpose of this document is to provide guidelines for the steps to be followed in the event of a sewage overflow within a building							
Frequency	Emergency							
PPE	    							
Hazard Identification	<ul style="list-style-type: none"> Sewage contamination of personnel and equipment 							
Location	General							
Steps of Procedure	<p>ESTABLISH SEWER CHOKE LOCATIONS</p> <p>a) UPSTREAM OF PROPERTY BOUNDARY RISER INSPECTION OPENING (IO) – NOT Council issue infirm owner/occupier of premises</p> <p>b) DOWNSTREAM OF PROPERTY INSPECTION OPENING (IO) – Council Emergency</p> <p>NOTES</p> <p>Sewage spills inside buildings may be caused by the actions of the Council.</p> <p>Active cleaning with jet rodders may on rare occasions result in a discharge in to a building.</p> <p>The build up of fat, roots etc in a sewer pipe may also cause a discharge into a building.</p> <p>Building owners and occupiers may also cause or contribute to the situation by</p> <ul style="list-style-type: none"> Failing to correctly construct boundary risers or overflow relief gullies (ORGs) Obstruction of boundary risers or overflow relief gullies. Construction of drainage fixtures in basements below the level of the sewer main or the ORG. Blockage of their own sanitary drainage. 							








ACTIONS ON RECEIPT OF NOTIFICATION OF A SEWAGE OVERFLOW, S-GEN-AS-EME-05

Document Number	Revision Number	Revision Date	Effective From	Control Copy No.
ECM: 291411	Rev. 2	1/11/2016	14/11/2016	<input type="text"/>
Prepared By:	Reviewed By:	Approved By:		
Water and Sewer Team	Manager Water and Wastewater	Director Service Delivery		
Signature and DateDate.....Date.....		
Applicable to	All staff involved in undertaking this activity			
Aim of the Procedure	The purpose of this document is to provide guidelines for the initial actions to be taken following notification of a sewage overflow			
Frequency	Emergency			
PPE	       			
Location	General			
Steps of Procedure	<ol style="list-style-type: none"> 1. Record details of the overflow from informant on the Sewer Overflow Record form 2. Notify <ul style="list-style-type: none"> • Sewer Supervisor • Water and Waste Operations Engineer • Manager Water and Waste • Environmental Health Officer <p><u>Sewer Supervisor is to</u></p> <ol style="list-style-type: none"> 1. Notify a sludge removal contractor of overflow and request attendance 2. Notify sewer team to attend and bring equipment for containment and clean up 3. Attend the site with Engineer and Manager <p><u>Engineer is to</u></p> <ol style="list-style-type: none"> 1. Attend site with Manager and Supervisor 2. Collect any relevant information regarding overflow for collating into final report. 3. Collect appropriate samples for testing 4. Liaise with Supervisor regards correction of fault and clean up of site <p><u>Manager is to</u></p> <ol style="list-style-type: none"> 1. Attend site with Supervisor and Engineer to asses overflow and risks to the environment 2. Notify external organisation Environmental Incident Notification 2012 Form from Water Directorate for the attachment to Pollution Incident Response Management Plan, reference ECM: 297530 3. Liaise with Environmental Health as to potential public health issues 4. Notify Director of Technical Services & Operations and General Manager 5. Complete Incident Report on Form ECM: 297530 and forward to the EPA 			



SNOWY MONARO
REGIONAL COUNCIL

SEWER OVERFLOW CLEAN UP AND DECONTAMINATION PROCEDURE, S-GEN-MNS-EME-06

Document Number	Revision Number	Revision Date	Effective From	Control Copy No.		
ECM: 291410	Rev. 2	1/11/2016	14/11/2016	<input type="text"/>		
Prepared By:	Reviewed By:		Approved By:			
Water and Sewer Team	Manager Water and Wastewater		Director Service Delivery			
Signature and DateDate.....	Date.....			
Applicable to	All staff involved in undertaking this activity					
Aim of the Procedure	The purpose of this document is to provide guidelines for the clean up and decontamination of a sewer overflow event					
Frequency	Emergency					
PPE	    					
Hazard Identification	<ul style="list-style-type: none"> • Sewage contamination of personnel and equipment 					
Location	General					
Steps of Procedure	<ol style="list-style-type: none"> 1. Evacuate the area immediately except for operational staff 2. Conduct a risk assessment to determine a safe work procedure 3. Ensure all workers suit-up, check safe access, erect signs and initiate all safety measures 4. Clean up gross solids 5. Remove sewage from water courses using pump or sludge tanker 6. Clean flow path and water course using water jets and rakes 7. Repeat as necessary 8. Fence off area using Para-web and star-pickets 9. Erect signs “keep out contaminated” 10. Spread disinfectant powder on dry contaminated areas not likely to run into receiving waters 11. Check personnel off site and clean up personnel and equipment 12. Inspect site after any rain 13. Remove any revealed gross solids 14. Re-inspect contaminated area after one week 15. Re-inspect contaminated area after one further week 16. Remove fences and signage if the site is clean 					

