

<h1 style="text-align: center;">Pollution Incident Response Management Plan</h1> <h2 style="text-align: center;">MIDDLELINGBANK QUARRY</h2> <p style="text-align: center;">462Middlingbank Rd Berridale ( EPA Licence 20520 ) ( Crushing, Grinding &amp; Separating )</p>				 <p style="text-align: center;"><b>SNOWY RIVER SHIRE COUNCIL</b></p>
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<b>Prepared By:</b>	<b>Reviewed By:</b>	<b>Approved By:</b>		
<b>Operations Admin:</b> Angela Sharp	<b>Technical Officer:</b> David Field	<b>Manager Operations:</b> Gary Shakespeare		
<b>Signatures:</b>	 Date: <u>16/12/14</u>	 Date: <u>11/12/2014</u>		

### Background

The POELA Act introduces several changes to improve the way pollution incidents are reported, managed and communicated to the general community. The Act includes a new requirement under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) to prepare, keep, test and implement a pollution incident response management plan.

The objectives of these plans are to:

- ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW)<sup>1</sup> and people outside the facility who may be affected by the impacts of the pollution incident
- minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks
- ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

### This Plan Includes the following details

- Description and Likelihood of hazards.
- Pre-emptive actions to be taken.
- Inventory of pollutants.
- Safety Equipment.
- Contact Details.
- Communications with adjoining properties and the community.
- Minimising harm to persons on site.
- Maps
- Actions to be taken during and after a pollution incident.
- Staff Training

### Definition of a '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.

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. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time.

#### **License holder**

Snowy River Shire Council under the regulation of the Environmental Protection Authority (EPA), NSW is the holder of license number 20520 for Middlingbank Quarry. Anniversary Date: 27 Nov – Renewal on 27 Nov 2019 (5 Yrs)

#### **SRSC intends that this PIRMP is to be read in conjunction with;**

- Snowy River Shire Council – Integrated Mine Management Plan, Site Plan, & Risk Assessment Register
- SRSC Emergency Response Plans

#### **Middlingbank Quarry is made up of;**

- Extraction Cells
- Crushing Grinding and screening areas

#### **Objective of the plan;**

- Achieve compliance with legislation.
- Ensure comprehensive and timely communication about a pollution incident
- Minimise and control the risk of a pollution incident at the quarry by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that SRSC employees are appropriately trained to manage and undertake pollution incident response and remediation measures in the event of a pollution incident.

#### **Site Activities Overview – Middlingbank Quarry**

- Extractive quarry activities.
- Crushing Grinding and Screening of quarry materials - limited to 30 000 ton per year processed.

#### **Operating hours**

The Middlingbank Quarry's operating hours are restricted to:

Monday – Friday: Between 07:00am and 18:00 pm

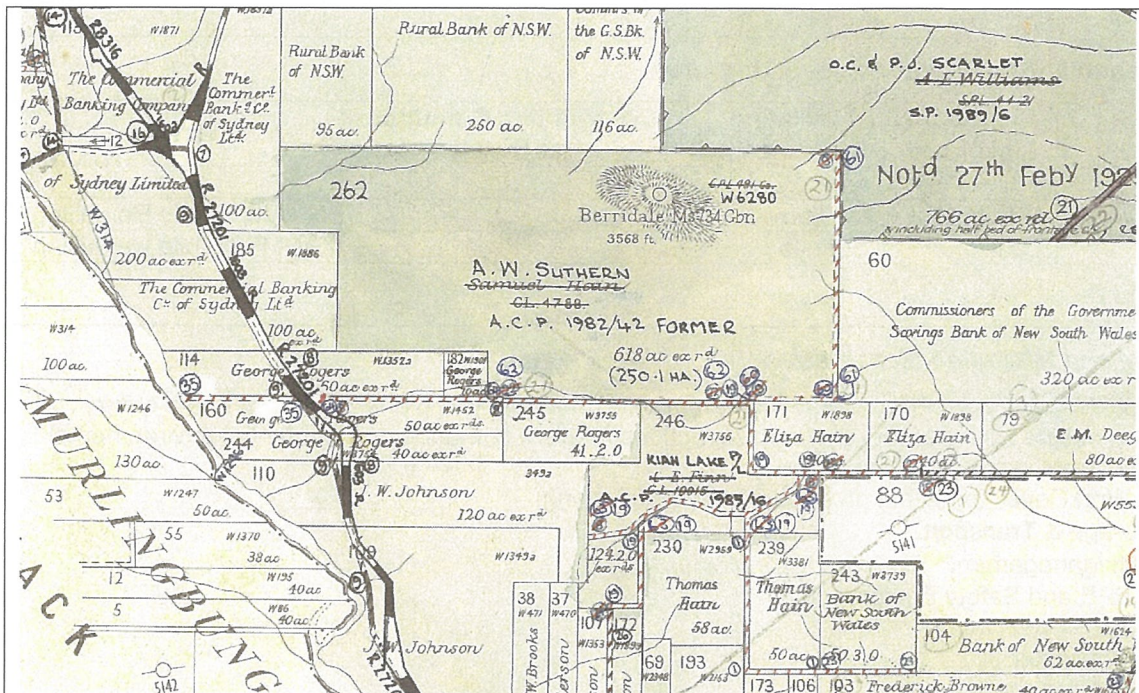
Saturdays: Between 08:00am & 13:00pm

Sundays and Public Holidays – NO Operations.

#### **Description of surrounding area**

The site is located at 462 Middlingbank Road approximately 4.5 km to the north west of Berridale. The cadastral description of the site is Lot 262 DP 756698 and has an area of 250.1 ha. The site is bounded by farmland. The subject land is a former Portion 262 Parish of Gygederick County of Wallace as shown in the parish map and Council map extracts below.





#### Description and Likelihood of a Pollution Incident Occurring

Site Hazard	Likelihood of Occurring	Mitigating Measures
<b>Extractive Activities</b> Explosion Fire	1. Low 2. Low	Compliance with Quarry Safety Management Plan.
<b>Crushing and Screening Activities</b> Explosion Fire	1. Low 2. Low	Compliance with Quarry Safety Management Plan.
<b>Chemical Storage / Transport</b> Diesel Spill Chemical Spill Fire	1. Medium 2. Low 3. Medium	Managed in accordance with WHS procedures and Quarry Safety Management Plan Set up designated Refuel areas

Therefore the likelihood is: **rare with minor environmental consequences**

Hazard to human health and the environment at this site				
Hazard	Estimated Risk Rating		Contributing Condition or Event	Action
	Likelihood	Consequence		
Chemical / Fuel spill	Medium	Medium		SWMS Mobile Refuelling.
Fire / Explosion	Low	Serious		SWMS Mobile Refuelling

### ***Pollution Prevention and Mitigation Measures***

Councils Quarry Safety Management Plan and any Environmental Management plans applicable to the quarry operations identify and outline all necessary pre-emptive actions relevant to managing all potential environmental hazards.

Council has in place WorkCover compliant procedures for the following:

- Chemical Storage & Transport
- Chemical Spill Management
- Schedule of PPE and Safety Equipment
  - Spill Kit
  - MSDS register
  - Fire Extinguishers
  - Hard Hats
  - Safety Boots
  - Dusk masks
  - Eye Protection
  - Gloves
  - Long Sleeve Shirts
  - Long Pants.

The Middlingbank Quarry has the following pollution prevention/mitigation measures in place to minimise the risk of a pollution incident.

- SWMS for mobile refuelling
- Spills procedure.

Chemical Product Inventory and Material handling							
Trade name of substance	State				Maximum Stored Amount	Location	Type of Containment
	Solid	Liquid	Gas	Powder			
Diesel		Liquid			800 litres	Mobile	Fuel pontoon

Safety Equipment and Personal Protective Equipment		
Equipment	Location	Personnel Trained/Certified in the use of equipment
Fire Extinguishers	On Plant	Operators
Spill Kits	On Site	Operators
First aid kits	On Site and on Plant	First Aid Officer

Pollution Prevention Equipment Inventory (internal on and off site)			
Type	Amount	Location	Contact
Spill mat	1	On Site in fuelling area	Ops Supervisor
Various pumps	1	In Workshop at Depot	Ops Supervisor
Pressure washers	1	In Workshop at Depot	Ops Supervisor
Various tipper trucks	2	In Workshop at Depot	Ops Supervisor
Bunded Fuelling Area	1	On Site at Refuelling area	Ops Supervisor



External Resources		
Company Name	Service Supplied/Available	Contact Details

SRSC Staff Responsible for the PIRMP		
Position	Phone Number	Responsibilities
Director of Technical Services and Operations	0427 018 846	Develop & Maintain PIRMP
Manager of Operations	0408692624	Review & endorse PIRMP / Notify / LEMO
Technical Officer	0417397875	Implement PIRMP / Notify
Operations Supervisor	0428416911	Execute PIRMP / Chief Emergency Incident Controller

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

- Emergency call out procedure for Operations
- Spill action decision flowchart

***Immediate notification of relevant authorities by the authorised officer – Manager Operations***

The changes to the *POEO Act* require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

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. The 24-hour hotline for each authority is given when available:

the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993),

- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit – see [www.health.nsw.gov.au/publichealth/infectious/phus.asp](http://www.health.nsw.gov.au/publichealth/infectious/phus.asp)
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA – SRSC 02 64511195
- Fire and Rescue NSW – phone 1300 729 579

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again.

***Communication - Adjoining Properties and the Community.***

In the event of an incident occurring the following methods of communication shall be employed depending on the nature and severity of the incident

- Communication with Adjoining Landholders / Occupiers:  
The surrounding properties are Primary Production / grazing lands with the closest residence being 1.5km away. Should a severe incident occur a door knock would be most appropriate.
- Communication with The Community:

Local News Media  
SRSC Website and Facebook page.  
Door to Door

The extent of the communications with neighbours and the community will depend on the:

- Type of Pollutant
- Magnitude of the incident
- Nature of the potential impacts
- Size of the impacted area.
- Weather Conditions
- Potential duration of the impact

### ***Training***

An annual desktop training exercise will be conducted with the staff responsible for the management and operation of the PIRMP. The support contractors/cleanup companies listed will also be invited to participate in the desktop exercise. 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.

An annual field training exercise will be conducted with the staff responsible for the management and operation of the PIRMP including the use of a range of equipment that could be required in a real event. 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.

### ***Emergency Management Key Responsibilities***

Management is responsible or delegate for:

- The effectiveness and accuracy of the Emergency Plan, procedures and relevant emergency documentation.
- Training in emergency preparedness.
- Co-ordination of evacuation exercises.
- Post-emergency/exercise review.

### ***Chief Emergency Controller/s/Work Health and Safety Representative***

The Incident Controller for SRSC Middlingbank Quarry is:

Works Supervisor – Middlingbank Quarry - 0428416911 - Responsibilities include:

- Immediately responding to any emergency situation.
- Ascertaining the nature of the emergency and determining appropriate actions.
- Ensuring the appropriate emergency services have been notified.
- Co-ordinating the deployment of staff and any internal specialist resources.
- Where safe to do so take steps to contain or control the hazard.
- Ensuring that appropriate senior management are kept updated on the situation.
- Co-ordinating post-incident recovery strategies.
- Maintenance of staff training, emergency information lists and emergency-related plant and equipment necessary for emergency evacuation compliance.

### ***All Staff, Employees and Contractors***

Responsibilities include:

- Attendance of any emergency preparedness training.
- Follow instructions given in the event of an emergency.
- Co-operate with emergency personnel in the event of an emergency.
- When safe to do so take steps to contain or control the hazard.
- Report all emergency incidents to either Senior Management, Emergency Controllers.

### ***Emergency Resources***

### ***Emergency Warning and Communications System***

- Radios in all plant, weighbridge and vehicles, mobile phones, verbal.  
Communication with staff.

- In the event of a failure of the radio, landline telephone, emergency warning system and messages may be relayed via mobile phone or runner.

### ***Fire-Fighting Appliances***

SRSC Quarry facilities are equipped with various fire-fighting appliances which are strategically located throughout the site offices and plant.

### ***Extinguisher Location***

- On plant and in all site offices as required.
  - The equipment shall comply with the relevant Australian Standards and be appropriately signposted.
- All contractors shall be competent in the use of the equipment.  
All fire-fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.  
The Site Controller is a Fire Warden.

### ***Incident and Accident Reporting***

In the event that an employee, contractor or visitor is injured, the following contingencies have been put into place:

- Trained and accredited First Aid Officers will be in the workplace and at least one present on every shift.
- Contact number of the First Aid Officer is displayed on the site shed.
- First aid kits shall also be readily available in the workplace, namely the site shed & in designated plant and vehicles.
- All injuries shall be reported to the supervisor immediately and recorded on the injury report form as soon as practicable after injury.
- All injuries will also be investigated immediately and corrective actions instigated in accordance with Council's Incident Response Policy.

### ***Emergency Response and Evacuation***

#### ***Discovering a Dangerous Situation***

- Move persons away from danger if safe to do so.
- Contact relevant emergency services (i.e. Ambulance/Fire/Police).
- Announce evacuation if dangerous situation requires (Radio/Runner).
- Contact Senior Management or the Chief Emergency Controller.

#### ***Reporting an Emergency***

When reporting an emergency, the following information should be included:

- Name of organisation.
- Exact nature of emergency - are there any casualties?
- Exact location (including address, nearest cross street, area level and room number).
- Name of person reporting emergency.
- Contact number (where applicable).

This information is on display in the site office. Reporting is to be done by the Site Manager.

#### ***Evacuation Alert***

Verbal instructions by calling "emergency, emergency, emergency" to evacuate over the radio system or verbal directive issued by the appropriate personnel from Senior Management or Chief Emergency Controller will constitute evacuation signal.

#### ***Evacuation Procedure***

- Staff or visitors become aware that there is an emergency
- Operations Supervisor or operator in charge of the plant is to take charge as Emergency Warden and determine whether evacuation is required
- Evacuate all persons on site to designated assembly area
- Ring 000
- Inform Manager Operations – 0408692624
- Inform Technical Officer - 0417397875

Emergency warden is to:

- Direct staff, contractors and visitors to the assembly area
- If possible, put on the 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***

Emergency Warden is required to check names against site sign-in sheet

### ***Assembly Areas***

In the event of an evacuation, persons should assemble at the nearest safe assembly area as stated on site specific plans.

### ***First Aid***

If First Aid assistance is required contact the relevant First Aid attendant. Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given First Aid on the spot (providing it is safe to do so).

### ***Media Liaison***

It is Snowy River Shire Council's policy that no person other than the following can authorise or divulge any information to the media:

- The General Manager

Any form of contact from the media should be referred to those mentioned above under all circumstances.

### ***During a Pollution Incident***

All actions taken during and after a pollution incident will vary depending on the nature of the properties of the pollutant/s and severity of the incident.

Any action taken shall be in accordance with Work Health and Safety requirements and the QSMP.

Detailed records/evidence collection shall be carried out, provided it is safe to do so and with approval of the person in control of the site. Evidence may include photographs or samples taken and written notes.

Follow all directives given by the person/s in charge. Follow only safe work practices.

### ***Emergency Termination***

Only the Chief Emergency Controller shall deem the emergency terminated. This action shall take place once all emergency services have concluded their involvement.

Only the Chief Emergency Controller shall deem the site safe to enter.

### ***Post Incident Reporting***

Reporting of the incident to the EPA shall include the following information.

- The time, date, nature, duration and location of the incident.
- The location of the place where the pollution is occurring or is likely to occur.
- The nature, the estimated quantity or volume and the concentration of any pollutants involved if known.
- The circumstances in which the incident occurred (including the cause of the incident if known).
- The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution if known.



Action Plan – in response to possible or actual Pollution Incident at the Middlingbank Quarry		
SRSC Responsibility	Actions	Notes and Contact Details
<u>Council Staff Receiving Report</u>	<ol style="list-style-type: none"> <li>Report from Public, Contractor or Council staff <ul style="list-style-type: none"> <li>Obtain details of spill: material, magnitude and location</li> <li>Obtain name &amp; contact details of person reporting spill</li> <li>File &amp; Retain Incident Report for 4 years</li> </ul> </li> </ol>	
<u>Operations Supervisor</u> <u>0428416911</u>	<ol style="list-style-type: none"> <li>Carry out Worksite Specific Risk Assessment to; <ul style="list-style-type: none"> <li>Assess incident. Take photographs to document the overflow/spill</li> <li>Determine the cause of the failure/spill <ul style="list-style-type: none"> <li>Mechanical failure</li> <li>Structural failure</li> <li>Human error</li> </ul> </li> <li>Estimate of time until return of full services</li> <li>Note any possible environmental concerns</li> <li>Estimate the extent of work to be carried out and if any hazards exist <ul style="list-style-type: none"> <li>Phone cables</li> <li>Power cables</li> <li>Other utilities</li> </ul> </li> <li>Determine whether additional resources/materials are required <ul style="list-style-type: none"> <li>Personnel</li> <li>Barricades</li> </ul> </li> <li>Determine the Personal Protective Equipment (PPE) required</li> <li>Determine any Manual Handling issues</li> <li>Determine any Traffic Control methods/issues as required</li> <li>Complete appropriate forms <ul style="list-style-type: none"> <li>Traffic Control Plan</li> <li>Environmental Control Plan, etc.</li> </ul> </li> </ul> </li> <li>Notify Manager Operations <ul style="list-style-type: none"> <li>Whether the spill could have major environmental consequences</li> <li>Provide an estimate of the time until full services are restored</li> <li>Confirm <b>minor</b> incident that can be managed by SRSC staff and/or local contractors</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Confirm <b>major</b> incident requiring the services of an accredited emergency pollution incident management company</li> </ul> </li> </ol>	Manager Operations 0408692624

<u>Operations Supervisor</u> <u>0428416911</u>	3. Commence Work <ul style="list-style-type: none"> <li>- 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</li> <li>- Implement Traffic Control Plan and Pedestrian Management Plan (as required)</li> <li>- Implement Environment Controls</li> </ul>	
<u>Manager – Operations</u> <u>0408692624</u>	In the event of a <b>major</b> incident <ul style="list-style-type: none"> <li>- Notify Director of Technical services and operations</li> <li>- Notify the Environmental Protection Authority (EPA), NSW</li> <li>- Contact an accredited emergency pollution incident management company</li> </ul>	Director – Technical Services and Operations 0427 018 846
<u>Technical Officer -</u> <u>0417397875</u>	<p style="text-align: center;"><b>General Procedure</b></p> <p><b>Minor Incident</b></p> <ul style="list-style-type: none"> <li>- Engage a local contractor if required</li> <li>- Commence pollution prevention/mitigation measures as required, until failure has been corrected</li> <li>- Undertake clean-up, disinfection and incident reporting procedures</li> </ul> <p><b>Major Incident</b></p> <ul style="list-style-type: none"> <li>- Maintain all reasonable attempts to prevent chemicals or fuels from spreading</li> <li>- Continue with spill containment and clean-up measures until an accredited emergency pollution incident management company arrives on site</li> <li>- Brief the emergency pollution incident company's project manager</li> </ul> <p><b>Minor and Major Incident</b></p> <ul style="list-style-type: none"> <li>- At the completion of the clean-up and remediation works undertake a site inspection to confirm that the site has been successfully decontaminated</li> <li>- Remove all temporary works and traffic control signs</li> <li>- Undertake a debriefing with all staff and contractors and provide Council with an incident report for approval and forward to the EPA as required</li> </ul>	

**External Contacts**

<b>Company Name</b>	<b>Contact Number</b>
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
Rural Fire Brigade - Berridale	- 6456 4555
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
Cooma LLS (Catchment Management Authority)	- 6452 1455
Department of Primary Industries	- 6452 3411