



Prestons Yard

**Pollution Incident Response
Management Plan (PIRMP)**

1. INTRODUCTION

The purpose of the plan is to minimise the likelihood and severity of any incident at the Yard and ensure that if an incident occurs it is well managed. A current copy of this plan must be kept at the State Asphalt Yard and be available for inspection.

This plan is based on the legal and regulatory requirements which are summarised at Attachment 1. To allow clients, regulators and auditors to understand the plan from their perspective while ensuring that the plan is not over complicated Attachment 2 provides a cross reference

This plan covers:

- An assessment of the likely events and current controls.
- The roles and responsibilities of the key players at the Yard with regard to this plan and incident management.
- The actions to be taken if an event occurs.
- Communication and consultation.
- Implementation of the plan including testing, training, review and improvement.

1.1. Location

The yard consists of Lot 4 DP 24315, lot 5 DP 24315 known as 65 – 75 Yarra Street Prestons NSW 2170 and it is bounded by Cabramatta Creek on the north western side. The EPA licence allows the yard to be used for waste storage and resource recovery

There are silt barriers and settlement ponds between the bulk storage areas and the waters edge. There is a buffer between the stockpiles and the edge of the creek The State Asphalt Yard and its immediate area has not been defined as an environmentally sensitive areas. The most critical area is the Cabramatta Creek to the west of the property.

2. POTENTIAL ENVIRONMENTAL INCIDENTS

The main activities that could give rise to a pollution incident include:

1. Spills of hazardous chemicals due to refuelling, burst hydraulic lines and vehicular damage to storage containers/tanks and bunding.
2. Flooding or water inundation resulting in stockpiles being eroded into the creek.
3. Fire or other catastrophic event on site or on adjacent properties e.g. the Liverpool substation.

Other than the information in Inventory of pollutants Attachment 4 and Site Risk Assessment attachment 6 there are is no site specific information on items 1 and three above. *The Cabramatta Creek Flood Study & Basin Strategy Review* Bewsher Consulting Pty Ltd September 2011 provides the most recent available analysis of flood level for the area.

Based on the information and flood maps the stock piles appear to be above the April 1988 flood which was the largest recent event, and “has been estimated to be similar to a 100 year flood.” However the reports goes on to indicate, “Future climate change can potentially affect flood behaviour through:

- i) increased sea levels; and
- ii) increased severity of flood producing storms or other weather systems.”

4. ROLES AND RESPONSIBILITIES

The following are a brief outline of the key positions and responsibilities associated with the implementation of this plan at the State Asphalt Yard.

General Manager

Is responsible for ensuring that:

- Resources are provided so that the emergency spill response procedure is implemented, reviewed annually and updated if required.
- Relevant training has been provided to emergency spill response personnel, site workers & subcontractors.
- Resources are provided to ensure emergency response equipment is available and maintained.
- Emergency pollution incidents are reported to senior management and EPA accordance with the legislative requirements.
- Resources are available for review and evaluation of the effectiveness and relevance of the plan following incidents.

Yard Manager (YM)

For the main yard is responsible for:

- Ensuring emergency equipment is maintained i.e. fire extinguishers, first aid kits, emergency spill kits, traffic control signs, cones etc.
- Implementation of the plan in the event of an incident including managing first response.
- Ensuring all personnel is evacuated during an emergency.
- Setting up traffic arrangements, warning signage, cones etc., when required in an incident.
- Contacting Emergency Services in case of an emergency.
- Assisting the emergency services in the event of pollution incidents.

Workshop Manager (WM)

For the workshop and immediate surrounds is responsible for:

- Ensuring emergency equipment is maintained i.e. fire extinguishers, first aid kits, emergency spill kits, traffic control signs, cones etc.
- Implementation of the plan in the event of an incident including managing first response.
- Ensuring all personnel is evacuated during an emergency.
- Setting up traffic arrangements, warning signage, cones etc., when required in an incident.
- Contacting Emergency Services in case of an emergency.
- Assisting the emergency services in the event of pollution incidents.

Workers (including subcontractors) and visitors

- Ensuring they understand the emergency plan.
- Following the procedure and any authorised instruction.

Group Business Systems Manager (BSM)

Will be responsible for:

- Advising the General Manager regarding notifying Regulatory Authorities such as (Workcover, EPA, local council, etc.) in the event of a spill/pollution incident.
- Liaising with Regulatory Authorities concerning the environmental incidents.
- Advising senior management on appropriate actions.

- Source and engage external experts and other services (e.g. expert medical, toxicology or environmental impact advice depending on the nature of the incident) if required.

First Aid Officer (FAO)

Will be responsible for:

- Maintaining first aid kits inline with the potential emergency incidents.
- Administering first aid to injured workers.
- Explaining an injured person's status to the emergency services.

Incident Investigation Officer (to be appointed by the General Manager State Asphalt when required)

Will be responsible for:

- Evaluating the effectiveness and relevance of the emergency environmental emergency simulation training.
- Investigating all environmental incidents/near miss (close calls) reported to the Group Business Systems Manager.

5. PREVENTING INCIDENTS

State Asphalt recognise that the best form of incident management is prevention. The processes in place to prevent incidents occurring include:

- Daily inspections of active work sites.
- Completion of the environmental inspection checklist.
- Issuance and quick close-out of non-conformance notices (as required).
- Prompt maintenance and repairs.
- Ongoing environmental training.
- Being familiar with the safety data sheets (SDS) for the chemicals used on site.

6. PRINCIPLES OF MANAGING INCIDENTS

There is an Emergency Response Plan in this document that explains how to manage many different types of incidents however; there are many possible types of events that we cannot predict. Therefore, it is important that staff are aware of the following principles and steps. These must be followed in the event that an incident occurs that is not detailed in the Emergency Response Plan.

Principles to be considered in incident management include:

- Where possible incidents should be avoided. Report all potential pollution incidents e.g. damage to bunding or faulty fuel valves.
- The first priority is the safety of people followed by protection of property and the environment .i.e. if it is not safe consider evacuation, in an incident only competent people required for the task should remain in the immediate area.
- Where practical resolve the problem as quickly possible with those in the immediate area.
- Other than following an emergency plan always stop and think before acting or giving an instruction.

The main steps involved are:

1. Identify the incident – mostly this is obvious, although slow leaks can cause considerable damage before being obvious.

2. Assess the risk or potential impact – consider the principals above and the notification requirements. (Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency contacts Attachment 2 (page. 12))
3. Consider the potential effective controls – do you have the tools, equipment and competent people available?
4. Implement the controls and monitor closely to ensure the situation is improving.

Small, localized events that can be resolved by those in the immediate area with the equipment at hand with no potential threat to the environment should be addressed immediately. Ensure that any contaminated material is disposed of properly and that the incident is reported to the Yard Manager as soon as practical.

Incidents involving Hazardous Chemical Spills and/or fire

All chemical spills should be considered serious. All spills or leakage of chemicals should be reported to the Yard Manager. Spillage kits and soakage material is stored ready for use as marked on the site plan. Read the SDS for each of the chemicals at the Depot, they contain vital information on first aid and the management of spills. Note Hazardous chemicals can harm you and the environment. Chemicals can also be flammable or at least combustible. All spills of hazardous chemicals should be cleaned up immediately. Remove all ignition sources. Avoid contact with skin and eyes. Put on PVC gloves, eye protection and respirator if the SDS indicated PPE. Ensure that foot wear is enclosed and in good condition. Always work from the outer edge of a spill towards the centre. Promptly place sand, soil and/or absorbent material over and downstream of the spill to minimise the volume of the spilled product reaching the natural drainage area. Place contaminated material in a suitable container for waste disposal.

If the spill is likely to cause significant harm to people and/or the environment it may be notifiable Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency contacts Attachment 2 (page. 12)

Major Spill and Fires

Major Spill and Fire involves significant volumes of chemical, a fire or likelihood that the chemical will endanger the public, contaminate drains or waterways.

If the spill is beyond the control of those there at the time immediately clear area of all non-essential personnel and move up-wind, contact the emergency services and give accurate information on location and chemicals and volumes involved. Ensure that no-one is suffering exposure symptoms. If competent in first aid, render first aid as outlined in the SDS. Only competent personnel with full protective clothing (gumboots, gloves, overalls, respirators and eye protection) should remain in the area. Isolate the area and until help arrives or the spill is controlled.

- stop the leak or spill at source if safe to do so,
- contain the spillage using industrial absorbent material provided or soil where necessary,
- prevent spillage from entering drains, sewers or water courses,
- recover uncontaminated product wherever practical,
- avoid generation of dust, if required wet with water,
- sweep/shovel up contaminated absorbent material and place in labelled plastic bags or other containers provided for disposal
- inform Yard Manager, complete and submit report

For further details refer to the Kypreos Group Business Management System procedures MSP34 Emergency Planning and MSP42 Incident Management.

6.1. Safety equipment and PPE

Safety/Emergency Equipment & Details	Location
Safety Glasses/Face Shield	Yard Office
Spill Kits	Chemical storage areas Refuelling station
Gloves	PPE Storage
Hi Vis Vests	Yard Office
Dust Mask/Respirator	Yard Office
Safety Boots	Site Employees
Fire Extinguishers	As per Site Plan
Traffic Control Cones, Barrier Tape and Signs	Yard Office
First Aid Kits,	Yard Office

6.2. Post incident management

While it is highly unlikely that an incident at the State Asphalt Yard would result in an exposure that would require specialist medical treatment if toxins are present during an incident consideration will be given to make available a suitable consultants to provide expert medical, toxicology or environmental impact advice. The decision will be based on the advice and recommendation of medical personnel involved during and immediately following the event.

7. COMMUNICATION AND CONSULTATION

Immediate Threat or Actual Harm

In the case of an emergency where there is an immediate threat or actual harm to people, property or the environment the most senior person on site, usually the yard manager is responsible for contacting emergency services. Contact with other relevant authorities will be done by the General Manager State Asphalt on advice from the Group Business Systems Manager.

Notifiable event

Under *Part 5.7 of the POEO Act*, there is a duty to notify each relevant authority (see Emergency Contacts Attachment 2) of a pollution incident, where material harm to the environment is caused or threatened. Material harm includes actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or that results in actual or potential loss or property damage of an amount over \$10,000.

The process of notification will be done by the General Manager in consultation with the Group Business Systems Manager. Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency contacts Attachment 2 (page. 12) The contact numbers are listed at Attachment 2 Emergency Contacts.

If there is an immediate threat to people or the environment call Fire and Rescue first

If there is no immediate threat to people or the environment and it is still notifiable the General Manager or their nominee will call the EPA first. Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency contacts Attachment 2 (page. 12)

Early warnings for affected or potentially affected community members for any significant pollution incident will be communicated to those members via a door knock process.

Air Pollution

For air pollution incidents that may affect community members, those community members may be asked to either close their doors and windows and stay indoors until further notice or to vacate the premises.

Water Pollution

For water pollution incidents that may affect community members, those community members may be asked to avoid use of the water until further notice.

Updates

Further updates may include but not be limited to:

- Further door knocks
- Telephone contact
- Letterbox drops
- Notices in local papers
- Update to Kypreos Group website
- Providing signage, protective fencing and barricading to prevent community stakeholders from entering into a polluted area
- Use of technology such as Variable Message Signage

The Appropriate Regulatory Authorities may be consulted to determine how the community is to be notified of the pollution incident and the most relevant communication strategy.

Pollution Incident Type	Impacted Neighbours & Local Community	Communication Timeframe	Communication Method
Dust	Air Quality Loss of Amenity	As soon as possible if the event is significant	In extreme cases contact neighbours via door knock. Advise them to close doors and windows until further notice
Chemical Spill	Minor - No impact on the surrounding neighbours & local community.	Nil	Nil
	Major - Direct Impact on the creek surrounding neighbours & local community	Within 24 hours	Letter drops Press Release Advise them to refrain from using waterways until further notice
	Direct Impact on the surrounding neighbours & local community including traffic.	Within 24 hours Note: depending on the nature of the chemical spill; the emergency services may immediately	Barricade any affected areas within the site Letter drops Door knock

		evacuate the surrounding neighbours & local community.	
Fire	Minor – No impact Major - Direct Impact on the surrounding neighbours & local community	Immediately Note: depending on the magnitude of the damage, wind and location; the emergency services may immediately evacuate site	In extreme cases contact neighbours via door knock. Advise them to close doors and windows until further notice
Flood	Direct Impact on the creek and local waterways	No specific notification required as emergency services will have taken control. Close site to all other than monitoring staff	Contact with SES. Any public statement must be made through head office

8. IMPLEMENTATION AND REVIEW

This plan is not static and will be reviewed annually and following any incident. Other revisions will occur as necessary.

8.1. Training

Awareness of the plan

All key players including the Yard Manager, Workshop Manager and all available site employees will undertake training and will be involved in practicing, and reviewing the effectiveness of this plan. The training will include:

- Induction to the yard which will include familiarisation with the PIRMP.
- Simulated incident exercises that will be undertaken yearly with available staff.
- Toolbox talks which will be conducted to familiarise workers with the plan and any changes.

Competence

Training will be scheduled and provided in accordance with the Kypreos Group BMS procedure MSP15 Training Management & Project Training Plan as follows:

- First Aid training.
- Emergency Response Coordinator training.
- Handling chemicals/hazardous substances (SDS) training.
- Erosion & sediment control training.

Training records will be kept.

Attachment List

- Attachment 1. Compliance cross reference
- Attachment 2. Emergency Contacts
- Attachment 3. Site Plans
- Attachment 4. Inventory of pollutants
- Attachment 5. Emergency Plan summary
- Attachment 6. Spill & Leaks Procedure
- Attachment 7. Environmental Checklist
- Attachment 8. Site Risk Analysis

Attachment 1

Compliance Cross Reference

The following cross reference is provided to assist clients, regulators and auditors to access the contents of this PIRMP. The Preparation of this plan has taken account of the following documents:

- EPA NSW Environment Protection Licence No 13262.
- Kypreos Group Business Management System.
- ISO14001: 2015, requirement 4.4.7: Emergency preparedness and response.
- Relevant Environmental Legislation including:
 - Protection of the Environment Operations Act Part 5.2, 5.7 & 5.7A
 - Protection of the Environment Operations (general) Regulations 2009.
 - Protection of the Environment Legislation Amendment Act 2011.

As surmised in *Environmental guidelines: Preparation of pollution incident response management plans EPA 2012*

The following are not directly applicable to this Plan but have been used as general guidance where applicable:

- AS 3745 - 2010 Planning for emergencies in facilities – the State Asphalt Yard is not a 'facility' for the purpose of this standard

Requirement	PIRMP reference	Comment
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.		
Form of plans [section 153D and clause 98B(1)]	See introduction	Current hard copy kept at yard
Relationship with other emergency plans [clause 98B(2)]	N/A	No other plan for the Yard
Description and likelihood of hazards [clause 98C(1)(a) and (b)]	See Attachment 6 Risk Assessment	N/A
Pre-emptive actions to be taken [clause 98C(1)(c)]	See Attachment 6 Risk Assessment	N/A
Inventory of pollutants [clause 98C(1)(d) and (e)]	See Attachment 5 Inventory of pollutants	N/A
Safety equipment [clause 98C(1)(f)]	See 6.1 Safety Equipment and PPE	N/A
Contact details [clause 98C(1)(g) and (h)]	See 7 Communication and Consultation, also Attachment 3 Emergency Contacts	N/A
Communicating with neighbours and the local community [clause 98C(1)(i)]	See 7 Communication and Consultation	N/A
Minimising harm to persons on the premises [clause 98C(1)(j)]	See 6 Principles of Managing Incidents	N/A
Maps [clause 98C(1)(k)]	See Attachment 4 Site Plan	N/A
Actions to be taken during or immediately after a pollution incident [clause 98C(1)(l)]	See 6 Principles of Managing Incidents	N/A
Staff training [clause 98C(1)(m)]	See 7 Implementation	N/A
Transporters of trackable waste	N/A	

Attachment 2

Emergency Contacts

Internal Communication

Position/Name	Name	Mobile
General Manager	Andrew Apergis	0412287450
Workshop Manager	Ajay Narayan	0412502179
Safety Manager	George Kayafis	0429988069
Group Business Systems Manager	Ruth Peterson	0418219108

External Communications Notification Order

There is a duty to immediately notify each relevant authority of a pollution incident, where material harm to the environment is caused or threatened. Material harm includes actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or that results in actual or potential loss or property damage of an amount over \$10,000.

If there is an immediate threat to human life, property or the environment:

1. Fire & Rescue NSW (000)
2. EPA
3. Safe Work NSW
4. Ministry of Health
5. Liverpool Council

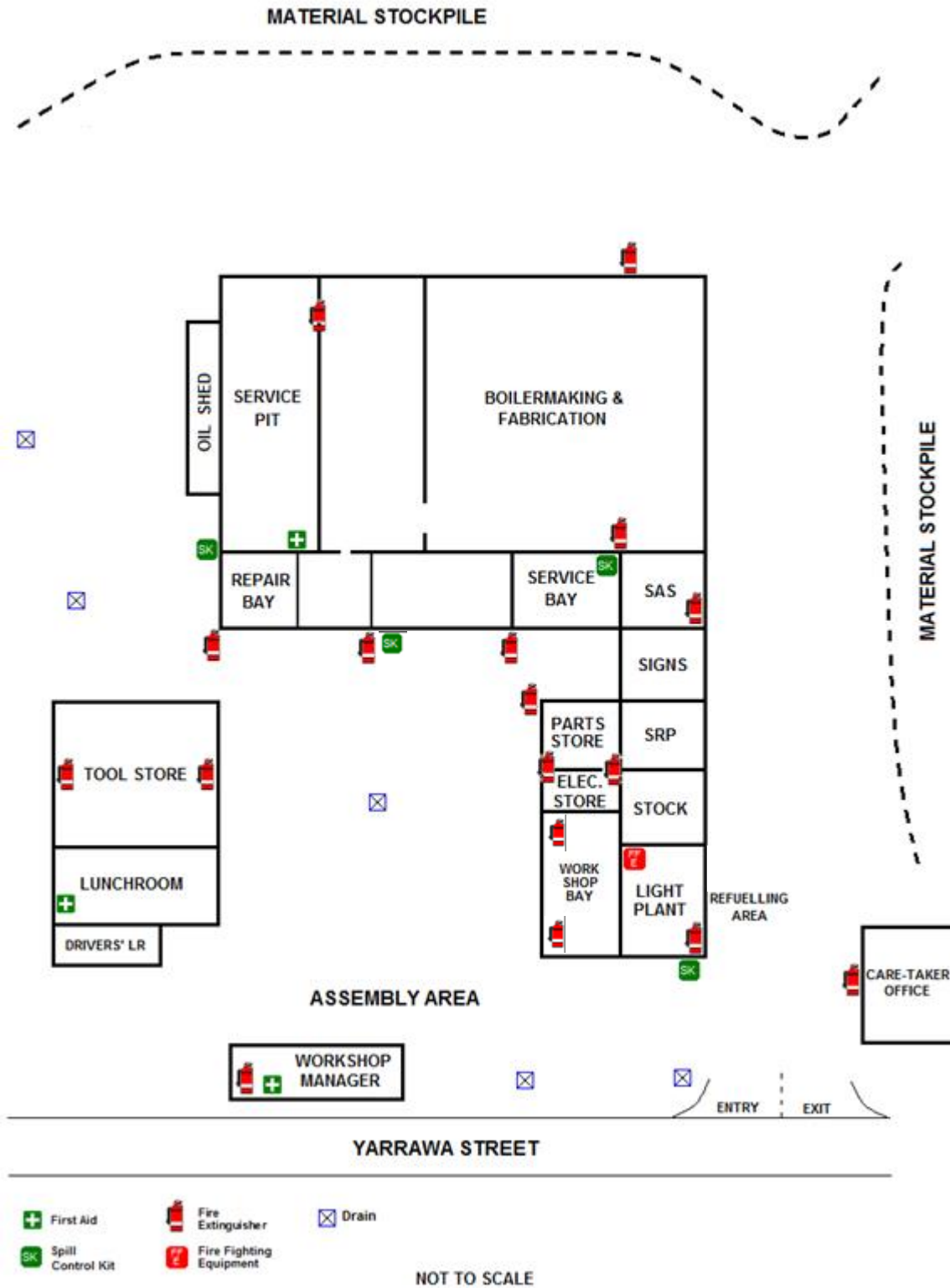
If there is NOT an immediate threat to human life, property or the environment call

1. EPA
2. Workcover
3. Ministry of Health
4. Liverpool Council
5. Fire & Rescue NSW (1300 729 579)

Authority/Organisation	Name	Contact Details
Police, Fire, Ambulance	Fire & Rescue NSW	000 (Emergencies only) 1300 729 579 (Notification)
Environment Protection Authority (EPA)	Pollution Hotline	131 555
The Ministry of Health	Local Public Health Unit Royal Prince Alfred Hospital	9515 9420 9515 6111 (After Hours)
SafeWork NSW	General Liverpool Office	131 050 9827 8600
Local Council	Liverpool City Council	1300 362 170 (24 hours) 9821 9222
SES	General	132 500
Poisons Information		131 126
Hazardous Waste Contractor	Transpacific Emergency Spill Response	9604 2611 1800 744 557
Electricity	Endeavour Energy	131 003
Water & Sewerage	Sydney Water	132 090
Gas	AGL Jemena	131 404 131 909
Telephone	Telstra	1800 653 935

EMERGENCY EQUIPMENT LOCATIONS

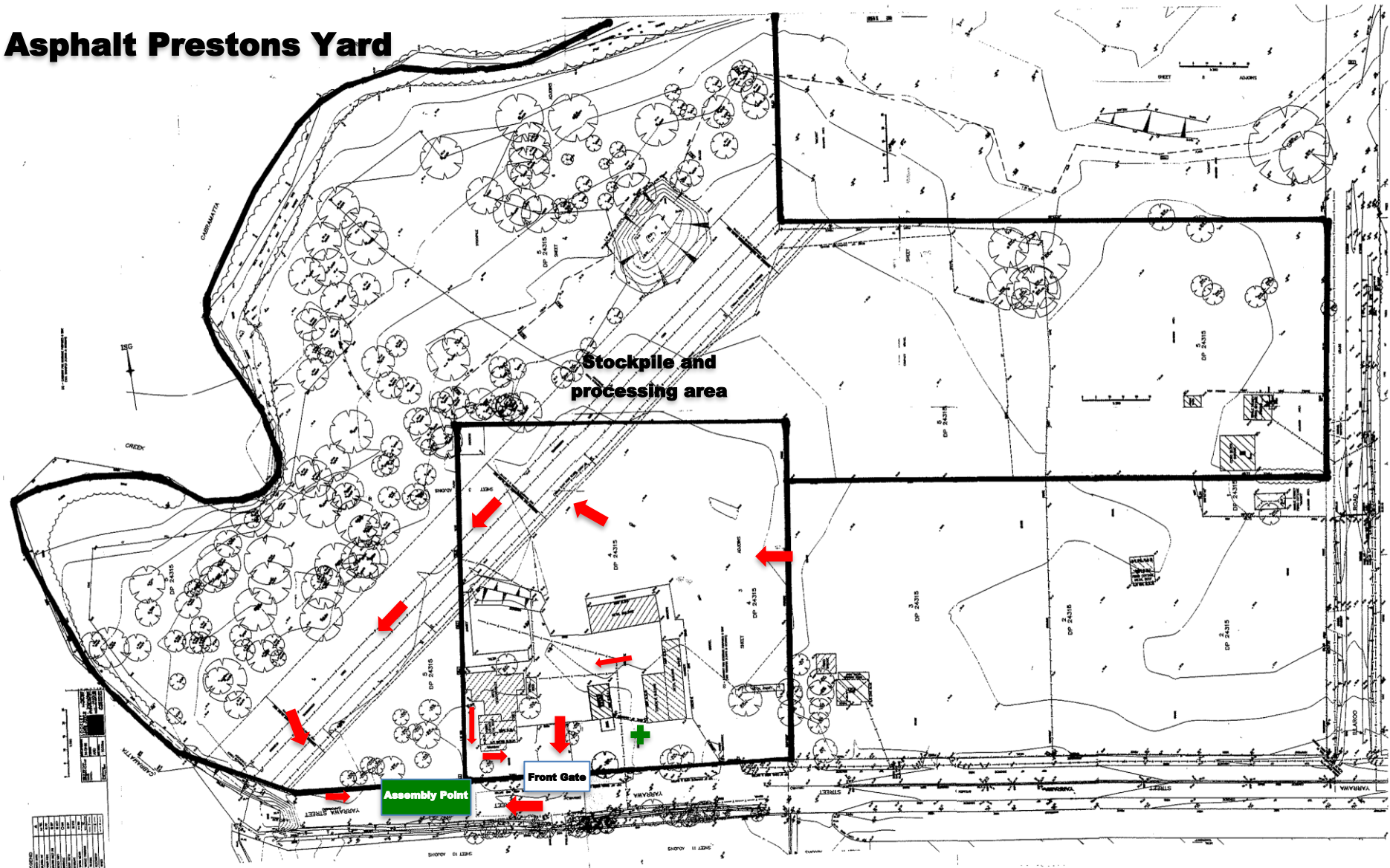
Attachment 3

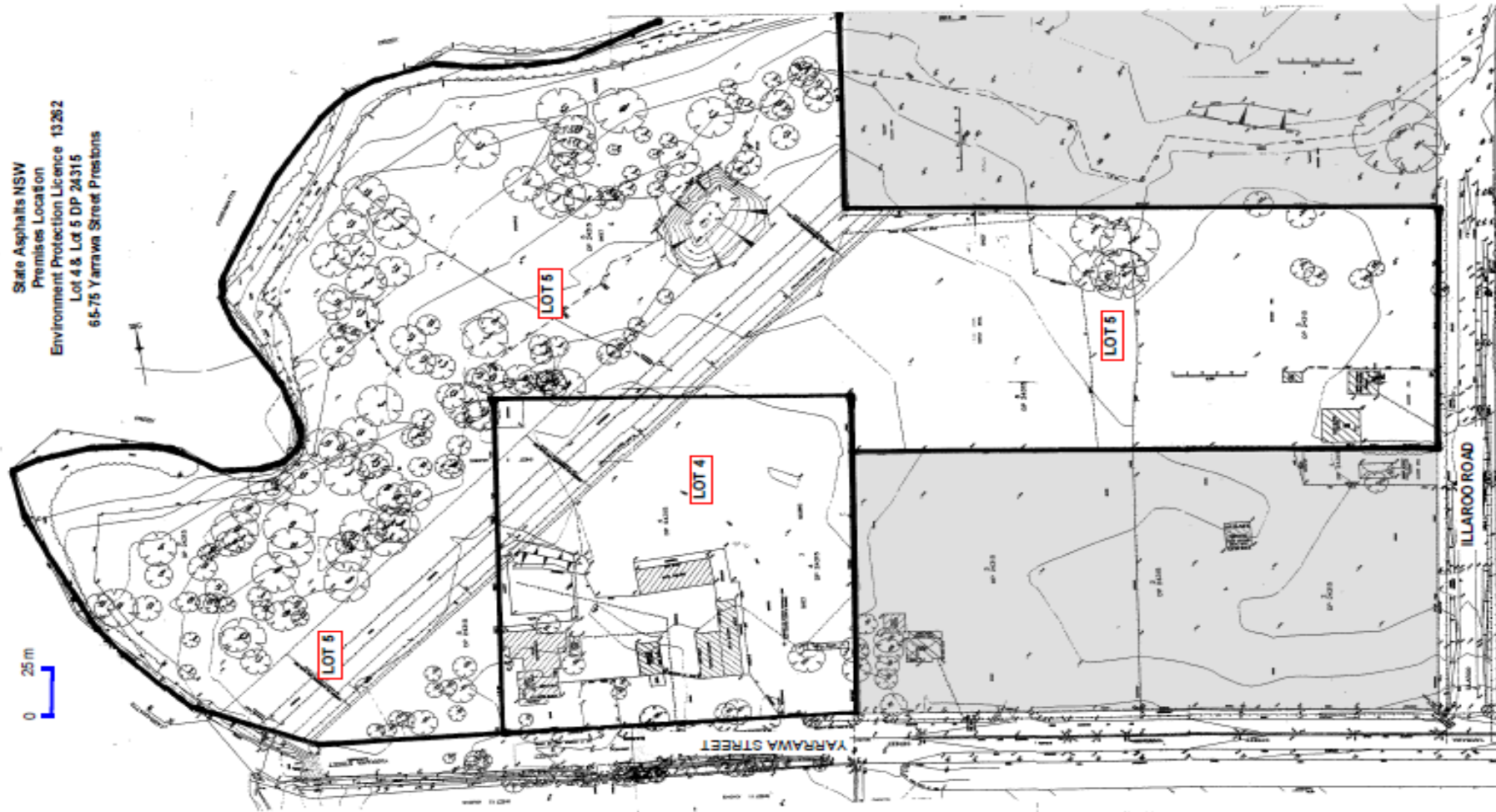


Evacuation Plan

Attachment 3

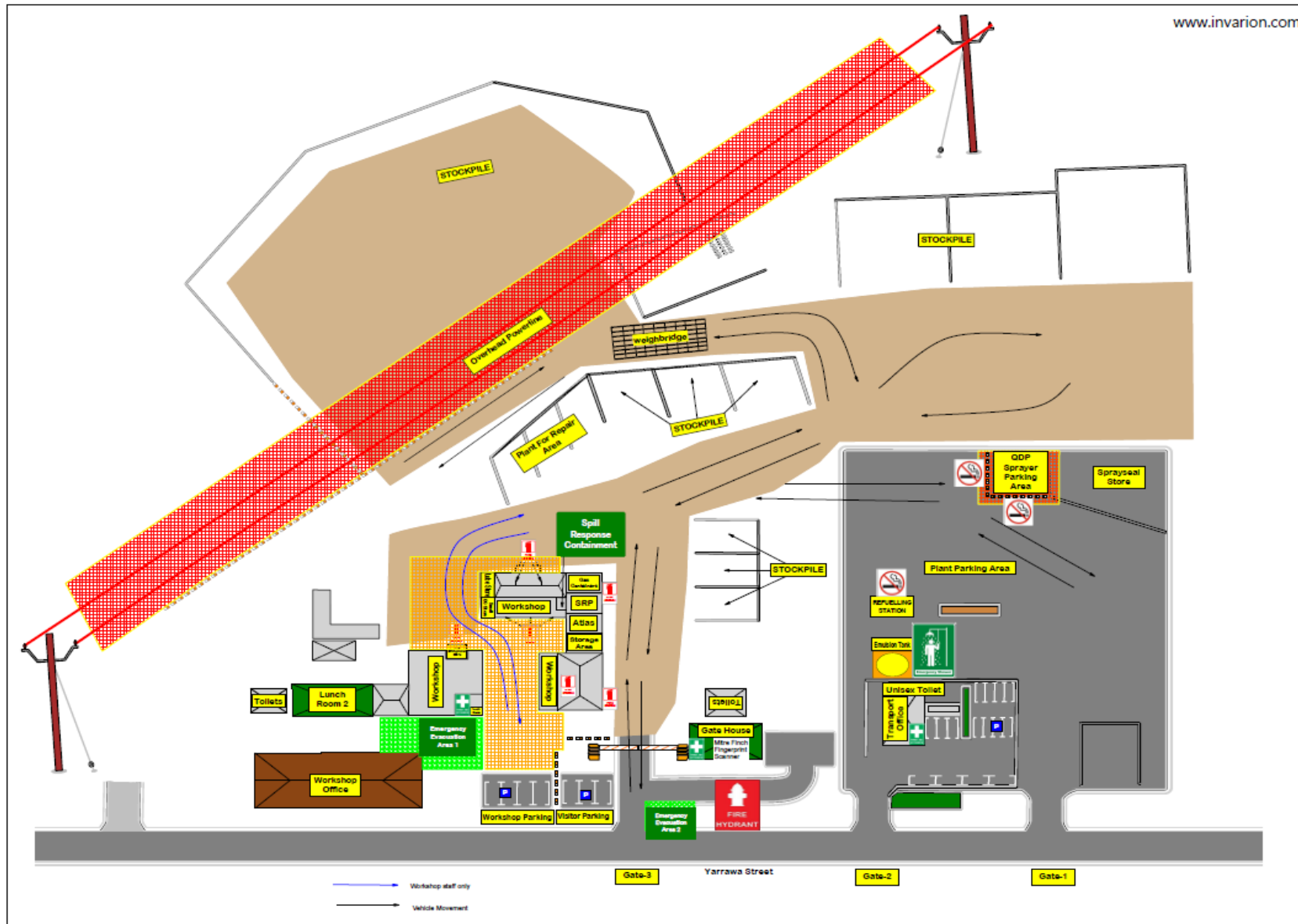
State Asphalt Prestons Yard





Pollution Incident Response Management Plan

State Asphalts – Yarra Rd Prestons



Pollution Incident Response Management Plan
State Asphalts – Yarrowa Rd Prestons



Attachment 4.

Inventory of pollutants ##

Trade Name	Manufacturer	U/N No.	Product Code	Dangerous Goods Class	Storage Area	Use	Average Volume	Maximum est. Volumes
Asphalt waste	N/A	1999	N/A	3	Stockpiles		20,000m ³	40,000m ³
Acetylene	BOC	1001	N/A	2.1	Workshop		20L	
LPG	ORIGIN ENERGHY	1978	N/A	2.1	Asphalt delivery trucks	Fuel	36Kg	
Oxygen	BOC	1072	N/A	5.1	Workshop		20L	
Unleaded Petrol	BP	1203	N/A	3	Vehicles	Fuel	400L	
15W-40	Shell	N/A	N/A	N/A	Oil Store Shed	Engine Oil	2000L	
Bitud'Solv	Spick & Clean		N/A		Behind lunchroom	Breakdown Asphalt (Red Liquid)	500L	
Econo 403	Cydan		N/A		Yard	Truck Wash	300L	
D-Tar	Spick & Clean		N/A		Behind lunchroom	Heavy Duty Degreaser for machine	200L	
AdBlue Coolant	Fleetguard	N/A	N/A	N/A	Yard	Truck Coolant	1000L	
Thinners	Balchan	1263	N/A	3	Blue Container	All Purpose Thinner	20L	
Wax and Grease remover			N/A		Yard	Wax and Grease remover	40L	
Hammercoat paint	HiChem	1263	N/A	3	Yard	Paint	20L	
QD60 Super Enamel White Paint	Hi Chem	1263	N/A	3	Yard	Paint	20L	
Grey Match Paint	Concept Paints	1263	N/A	3	Yard	Paint	5L	

Pollution Incident Response Management Plan
State Asphalts – Yarrawa Rd Prestons



Trade Name	Manufacturer	U/N No.	Product Code	Dangerous Goods Class	Storage Area	Use	Average Volume	Maximum est. Volumes
Quick drying Black Enamel Paint	HiChem	1263	N/A	3	Yard	Paint	20L	
Strip Away	Shield Chemicals	NA1760 (>1gallon)	N/A		Yard	Graffiti Remover	20L	
Machine Protector Oil	Karcher	N/A	N/A	N/A	Yard	Gerney	10L	
Econo 401 Detergent Concentrate	Cyndan		N/A		Yard		5L	
Primrose Yellow	Concept Paints	1263	N/A	3	Yard	Paint	8L	
Primer Hardener			N/A		Yard		2L	
Q.D Yellow	Robertsons	1263	N/A	3	Yard	Sign Boards	4L	
Custom Paints	AMR	1263	N/A	3	Yard	Aerosol can paint	x12 cans	
Wheel and alloy cleaner	Premier One	1760	N/A	8	Yard	Cleaner	20L	
MX68	Shell		N/A		Oil Store Shed	Hydraulic Oil	2000L	
Hydro Advanced 10	CAT	N/A	N/A	N/A	Yard	Hydraulic Oil	60L	
Omala 220 synthetic	Shell	N/A	N/A	N/A	Yard	Synthetic Oil	205L	
E.L.C	CAT	N/A	N/A	N/A	Yard	Coolant	205L	
ATF 220	Mobil	N/A	N/A	N/A	Yard	Transmission/ Power Steering Fluid	205L	
85W-140	Shell	N/A	N/A	N/A	Yard	Gear Oil	205L	
GADUS S3 V460D	Shell	N/A	N/A	N/A	Yard	Grease	205L	
TDTO50	CAT	N/A	N/A	N/A	Yard	Gear Oil	205L	

Pollution Incident Response Management Plan
State Asphalts – Yarrowa Rd Prestons



Trade Name	Manufacturer	U/N No.	Product Code	Dangerous Goods Class	Storage Area	Use	Average Volume	Maximum est. Volumes
Spirax S4CX30	Shell	N/A	N/A	N/A	Yard	Transmission Oil	100L	
Tellus S2MX46	Shell	N/A	N/A	N/A	Yard	Hydraulic Oil	100L	
TDTO30 TRANS	CAT	N/A	N/A	N/A	Oil Store Shed	Transmission Oil	60L	
Compressor Lube	CAPS	N/A	N/A	N/A	Yard	Lubricant	5L	
Drum Oil 1000	Atlas COPCO	N/A	N/A	N/A	Yard	Oil	10L	
Hydrostatic fluid	Bobcat	N/A	N/A	N/A	Yard	Fluid	20L	
Smik Solvent based rejuvenator	Premier One Products Pty Ltd	1268	N/A	3	Workshop		60L	
Galment Cold Galvanizing Aerosol	ITW Polymers& Fluids	1950	GCGA400	2	Workshop			
Galment Cold Galvanizing	ITW Polymers& Fluids	1263	GCG	3	Workshop			
Mexphalte Fuelsafe	SHELL	3257	14515	9	Workshop			
Aluminium tipper & Tanker Wash		N/A	2X	8	Workshop			
BL 10-B		N/A	N/A	N/A	Workshop			
Glass Cleaner		N/A	N/A	N/A	Yard			
Spring Disinfectant		1131A	N/A	N/A	Yard			
Strike		N/A	N/A	N/A	Yard			
Swarfega Citrus	DEB Australia Pty Ltd	N/A	N/A	N/A	Yard			
Swarfega Orange	DEB Australia Pty Ltd	N/A	N/A	N/A	Yard			

Pollution Incident Response Management Plan

State Asphalts – Yarrawa Rd Prestons



Trade Name	Manufacturer	U/N No.	Product Code	Dangerous Goods Class	Storage Area	Use	Average Volume	Maximum est. Volumes
Superslip	Chemetall (Australasia)	N/A	N/A	N/A	Yard			
Bitumen Cutter	Boral	4248	3[Y]	3	Yard			

Attachment 5.

EMERGENCY PLAN SUMMARY

This plan applies to the State Asphalt Yard relating to the following Emergency event scenarios including:

- Medical emergency
- Fire or Explosion
- Hazardous Material Spill/Gas Leak
- Vehicle Accident
- Person Entrapment

The above-mentioned emergencies may require one or more of the following responses:

- Evacuation of the area
- Containment of the threat (i.e. chemical spill, gas leak)
- First Aid Treatment and/or Medical Emergency Response
- Emergency Services Response

Training Requirements

All personnel normally working in any of the areas identified in this plan shall be trained in the following emergency management information:

- The general information contained within this document
- The Key personnel and their roles and responsibilities
- Location of Emergency Services on site
- Assembly point locations

Maintenance and Testing of Equipment

- Maintenance and testing of all fire detection systems, hose reels fire extinguishers and fire blankets to be conducted in accordance with AS 1851 and be undertaken by a suitably qualified person at regular intervals as detailed within AS 1851.
- Log books will be kept of all testing and maintenance carried out

Emergency Plan Review

A review of the emergency plan will be undertaken immediately after an event or a drill.

All workers and visitors

- Follow instruction by the Yard Manager/the most senior person on site, and/or Emergency services personnel
- Proceed to assembly area advising all workers and visitors to do the same
- Report their presence at the assembly area
- Not to leave assembly area unless advised by Yard Manager or Emergency Services personnel.

EMERGENCY RESPONSE

Evacuation

The Yard Manager will take the following into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

Process

Generic process of evaluation is shown below:

- Evaluate the need for evacuation as required
- Initiate evacuation if required
- Contact Emergency Services – i.e. 000 (as required)
- Ensure that all personnel have been alerted
- Clear all areas as required
- Account for all workers and visitors in liaison with Emergency Services
- Evaluate, in conjunction with Emergency Services, if building /area is safe prior to re entry
- Document the emergency situation inclusive of actions taken and outcomes.

Fire and Explosion

Should you discover smoke or fire:

- Assess the situation and potential for evacuation
- Remove anyone in the immediate vicinity if it is safe to do so.
- If trained – attempt to extinguisher the fire with appropriate fire extinguisher
- Turn off gas and electricity supply if able
- Notify the Yard Manager
- Yard Manager to assess the situation and commence evacuation if deemed necessary
 - Call 000 (Emergency Services)
 - Notify all personnel of the emergency and ask them to leave the premises calmly and proceed to assembly points
 - Identify injured persons (if present)
 - Staff to ensure that all patrons are moved to assembly points
 - Await arrival of Emergency Services and await further instruction
 - Only re-enter the area/building when advised by Emergency Services or the Yard Manager that it is safe to do so.

Medical Emergency

Should a medical emergency occur:

- The first staff member on the scene should assess the situation and if they do not have first aid training immediately notify the Yard Manager and/or First Aid trained personnel.
- Call 000 and request an ambulance
- Administer First Aid as trained
- Organise for a staff member to meet the ambulance at the gate of the Yard and take them to the injured person
- Remain with the injured person until the Emergency Services personnel arrive

- Assist Emergency Services personnel as required
- Complete an Incident Report form as soon as possible after the event.

Hazardous Chemical Spill/Gas Leak

Hazardous substances consist of the following:

- Oils
- Gas
- Disinfectant/Sanitiser/Cleaning products
- Fuel (cars and service vehicles)

The procedure to be carried out in case of a spill or leak is as follows:

- Staff member who finds such a spill, or is notified by a driver of such a spill is to notify the Yard Manager/Most senior available person immediately
- At the direction of the Yard Manager/Most senior available person evacuate the area/building immediately if required
- Identify the source and amount of released materials and section off the area such that no one can gain entry
- If necessary the Yard Manager will:
 - Contact Emergency Services – **000**
 - Attempt to evacuate any further spill or leak
 - Turn off electrical equipment/gas within area of the spill/leak
- Upon direction from Emergency Services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
- Complete an Incident Report using MSF42-1 Incident Report form.

Person Entrapment

Should a person become entrapped in plant or equipment

- Turn off the machine if practicable and safe to do so
- Contact the Yard Manager/Most senior available person
- Remove any persons in danger if safe to do so
- Clear and secure the area
- Yard Manager will contact Emergency Services if required
- Await further instruction upon arrival of Emergency Services

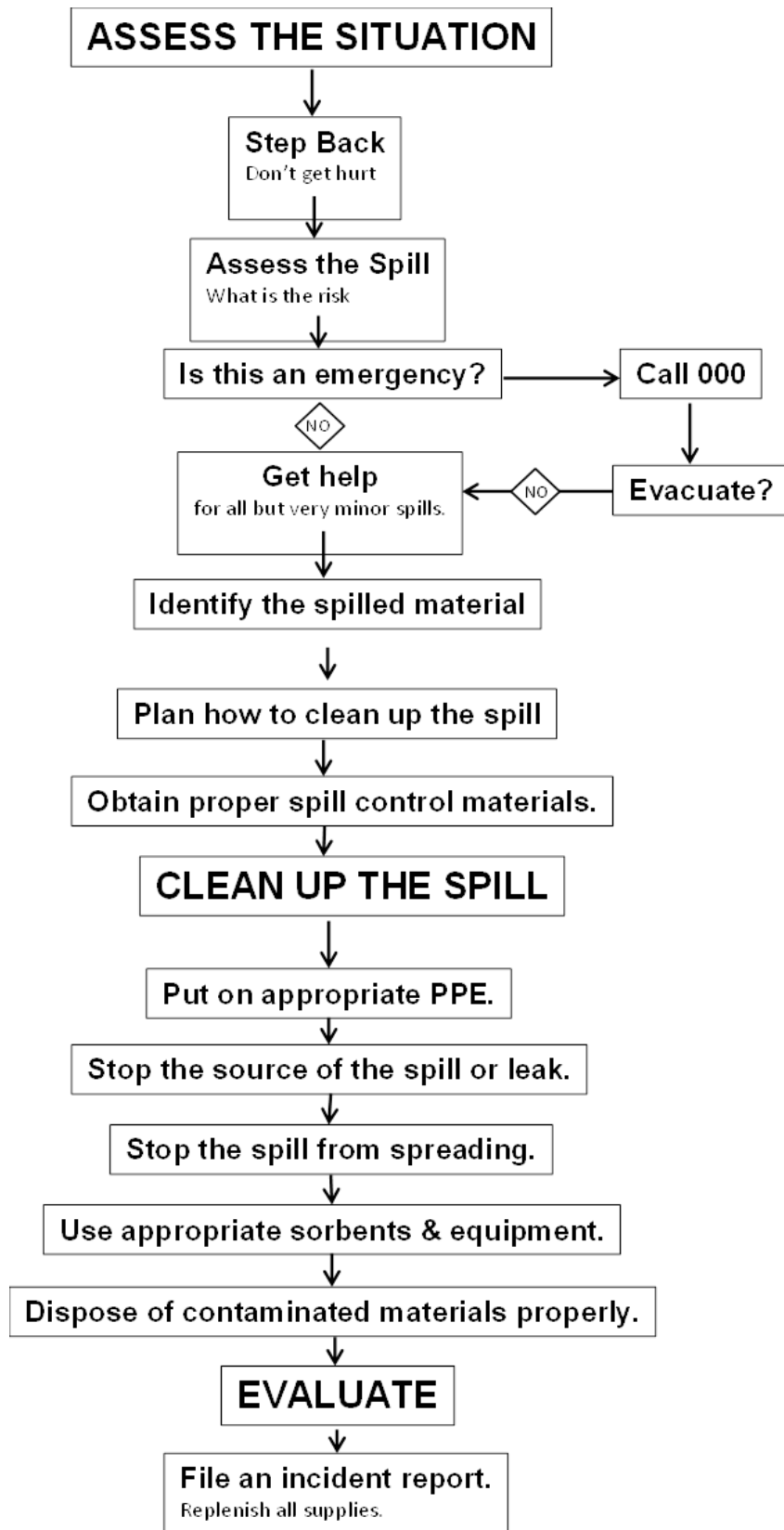
Vehicle Accident On-site

Should a vehicle accident occur on site:

- Quickly assess the situation, check for entrapment
- Turn off vehicle and apply brake if safe to do so
- Contact Yard Manager/Most senior available person
- Yard Manager will contact Emergency Services
- Remove any persons in danger if safe to do so
- Clear and secure the area
- Be aware of possible fire outbreak and have extinguishers brought to scene
- First Aiders to administer First Aid to injured if possible
- Await arrival of Emergency Services
- Follow direction of Emergency Services.

SPILLS AND LEAKS

Attachment 6



SPILLS AND LEAKS

Attachment 6

ASSESS THE SITUATION

Attachment 6

Step Back

The first person to notice the spill or leak, should get away from the immediate area in order to evaluate the situation without exposing themselves to any danger. Obviously, this might not be needed if the nature of the spill is known and is minor.

Assess

Without being at risk. identify:

- the type of material spilled;
- the size of the spill and whether the leak has stopped;
- whether two potentially incompatible chemicals;
- any unusual features such as foaming, odour, fire, etc.

Is this an emergency?

Leaks that can be cleaned up by personnel on the spot or by maintenance personnel are not usually emergencies. The Yard Manager or the most senior Kypster employee on site will make the decision. If this is not clear, or someone has been seriously injured, consider it an emergency.

Refer to the evacuation Plan

Get help for all but very minor spills.

When reporting a spill, do not leave the spill unattended. Establish a hazard zone that will keep non-emergency response personnel well out of danger. In emergency situations, the amount of training determines the degree of participation in the cleanup.

Identify the spilled material.

Is it flammable, combustible, toxic and volatile, toxic or corrosive and non-volatile, or an oxidizing agent? The label and Material Safety Data Sheet for the product should give information on safe cleanup.

Plan how to clean up the spill.

Procedures for common types of spills and leaks should be part of the Emergency Response Plan and training. Consider variables such as rain and wind.

Obtain proper spill control materials.

This would include spill control materials such as sorbents, containment socks, spark proof tools (for flammable liquids), booms, neutralising fluids, etc.

SPILLS AND LEAKS

Attachment 6

CLEAN UP THE SPILL

Put on appropriate PPE.

Personal Protective Equipment (PPE) can include respirators, gloves, goggles, etc., as needed.

Stop the source of the spill or leak.

This can include turning off the valve, patching a leaky hose, draining a tank, or up righting a knocked over container of liquid.

Stop the spill from spreading.

This can include use of appropriate absorbent/containment materials such as socks (land) and booms (water), shutting down ventilation systems to keep gases and vapours from spreading, and plugging drains to prevent contamination of the water supply.

Use appropriate sorbents & equipment.

Remember, particulate sorbents are primarily suited for cleaning up small spills and the residues left over after a large spill. Absorbent pads can be used to collect the bulk liquid first. Watch out for free liquid as pads will tend to over-saturate.

Dispose of contaminated materials properly.

Contaminated spill control materials and disposable personal protective clothing may have to be disposed of as hazardous waste. Contaminated tools and non-disposable PPE should be safely decontaminated and stored in clean plastic bags for future use.

EVALUATE

File an incident report.

The incident report should be filed with Business Systems Manager, for every spill, including non-emergency (incidental) spills. Evaluate your plan to determine if changes are required. Replenish all supplies.

Pollution Incident Response Management Plan

State Asphalts – Yarrawa Rd Prestons



Inspected by:		Date: / /
CAN YOU SEE ANY OF THE FOLLOWING?	YES, NO or N/A	COMMENTS
GENERAL		
1. Excessive dust in the air from vehicles or plant?		
2. Roadway dirty or indicators that grate at the gate is not fully effective		
3. Excessive noise or vibration? Loud plant/noise sources (have there been any noise complaints)?		
4. Spills not managed immediately?		
5. Hoses outside bunded areas?		
6. Hoses in poor condition		
7. Smoky Exhaust Emissions from plant?		
8. Wildlife or vegetation in poor condition i.e. suffering from contamination of yard activities		
WASTE MANAGEMENT		
9. Are there leaks from waste skips, bins or compactors?		
10. Rubbish bins and recycling facilities not effectively		
11. Is the premise untidy (e.g. Storage of materials or waste in passageways or entrances, litter outside or inside the premise)		
12. Batteries or old phones lying around the premise?		
CHEMICAL MANAGEMENT		
20. Bunds in poor condition (e.g. filled with rainwater, overflowing, stained, damaged or cracked)?		
21. Are tanks and drums damaged, cracked or showing signs of leaking?		
23. Chemical containers or drums unsafely stacked, stored outside, not bunded, or stored in close proximity to storm water drains?		
24. Containers without lids or unsealed bags?		
25. Unlabelled or wrongly labelled chemical containers?		
26. Out of date or missing Safety Data Sheets (SDS's)? (SDS's must be easily accessible on site, and must be current i.e. no more than five years old)?		
27. Diesel or oil staining around refuelling areas?		
28. Inappropriate, inaccessible, or no spill kit or material on site or available for use?		
STORMWATER MANAGEMENT		
29. Silt Fence damaged or not continuous		
30. Storm water grates or drains not covered or ineffective protection?		
31. Overflowing or blocked oil interceptors, grease traps, grates, drains or treatment systems?		
32. Evidence of leaks, surface staining or corrosion within reach of the storm water system?		
33. Bunds with open or unsecured storm water valves?		
34. Wash bay facilities dirty and / or have access to storm water drains?		

N/A – Not Applicable

If you have ticked YES to any of the above report immediately to the yard manager

Pollution Incident Response Management Plan

State Asphalts – Yarra Rd Prestons



Attachment 6.

SITE RISK ANALYSIS PROCEDURE

Consequences					Probability				
Safety	Environment	Quality	Business		A - Almost Certain	B - Likely	C - Possible	D - Unlikely	E - Almost Impossible
Fatality or multiple fatalities Major Lost Time Injury >30 days.	Tier 1 Fine, Loss of Licence/Permit, Irreversible Environmental Damage, Spillage >1000L	Defects repair cost or reduction of payment > \$500,000	Permanent damage/impact to relationship with client. Profit Reduction >\$1,000,000.	1	High Risk Rank	High Risk Rank	High Risk Rank	Moderate Risk Rank	Moderate Risk Rank
Serious injury/major permanent disability. Serious Lost Time Injury > 7days but < 30 days.	Tier 2 Fine, Spillage <1000L but >100L, Reversible environmental damage with substantial time, cost and difficulty	Defects repair cost or reduction of payment > \$100,000 but < \$500,000	Serious impact to the relationship with client but could be improved with difficulties. Profit Reduction >\$500,000 but <\$1,000,000.	2	High Risk Rank	High Risk Rank	Moderate Risk Rank	Moderate Risk Rank	Low Risk Rank
Moderate injury or irreversible disability or impairment. Moderate Lost Time Injury < 7 days.	Tier 3 Fine, Spillage <100L but >10L, Reversible environmental damage with moderate time, cost and difficulty	Defects repair cost or reduction of payment >\$50,000 but < \$100,000	Moderate impact to the relationship with client but relationship could be improved. Profit Reduction >\$100,000 but <\$500,000.	3	Moderate Risk Rank	Moderate Risk Rank	Low Risk Rank	Low Risk Rank	Low Risk Rank
Minor injury. No Lost Time Injury but first aid treatment only.	Spillage <10L, Reversible environmental damage with minor time, cost and difficulty	Defects repair cost or reduction of payment >\$10,000 but < \$50,000	Minor impact to the relationship with client with no repercussions. Profit Reduction >\$100,000 but <\$500,000.	4	Moderate Risk Rank	Low Risk Rank	Low Risk Rank	Low Risk Rank	Low Risk Rank
No medical treatment required. No Lost time Injury.	No Environmental Impact	Nil defects repair cost or reduction of payment	No impact on the relationship with the client. No profit reduction.	5	Low Risk Rank	Low Risk Rank	Low Risk Rank	Low Risk Rank	Low Risk Rank

Pollution Incident Response Management Plan

State Asphalts – Yarrawa Rd Prestons



Risk Rank	Priority	Authority to Act	Management Intervention/Confirmation of Implementation
High	<p>High/Significant Risk -</p> <p>Action first by implementing control measures prior to commencement of any activities on site</p>	<p>Where the supervisor is able to implement the control or take decisive action, i.e. stand down a machine, within half a shift, they have the authority to do so. Where this is not achieved, the Supervisor shall escalate the issue to the relevant Engineer.</p> <p>Were the relevant Engineer is able to implement the control/resolve the risk within a shift; they shall have the authority to do so. Where this is not possible the Engineer shall escalate the issue to the relevant Project Manager</p> <p>Where the Project Manager is able to implement the controls/resolve the risk, they shall have the authority to do so. However, where they are not able to or the risk remains significant, they shall undertake the Management intervention process outlined for High risks. This shall be an escalation to Senior Management</p>	<p>Act immediately to mitigate the risk. Eliminate, substitute or implement engineering control measures.</p> <p>In instances where the following occurs –</p> <ul style="list-style-type: none"> • controls nominated within the project risk log cannot be implemented, • site rules cannot be complied with due to site/activity constraints, or • where the risk identified is still considered high and cannot be reduced, <p>The Project/Workplace Manager must undertake a Risk Assessment utilising MSF01-1 Hazard ID and Planning Tool. The Project/Workplace Manager must consider and nominate alternative control measures to manage the risk.</p> <p>Once completed the Project/Workplace manager must submit the completed MSF01-1 Hazard ID and Planning Tool Form to the CEO for review and authorisation.</p> <p>Work must not progress without authorisation to commence the work from the CEO.</p>
Moderate	<p>Action second</p>	<p>Where the implementation of controls is simple, and can be achieved within 30 minutes, the leading hand/foreman or equivalent has the authority to ensure the controls nominated are selected.</p> <p>Where the implementation of controls cannot be achieved by the leading hand/foreman or equivalent. They shall escalate the issue to the relevant supervisor.</p> <p>Where the supervisor is able to implement the control or take decisive action, i.e. stand down a machine within half a shift, they have the authority to do so. Where this is not</p>	<p>Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.</p> <p>If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.</p> <p>Interim measures such as PPE until permanent solutions can be implemented.</p> <p>The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.</p>

Pollution Incident Response Management Plan

State Asphalts – Yarrawa Rd Prestons



		<p>achieved, the Supervisor shall escalate the issue to the relevant Engineer.</p> <p>Were the relevant Engineer is able to implement the control/resolve the risk within a shift, they shall have the authority to do so. Where this is not possible the Engineer shall escalacte the issue to the relevant Project Manager</p>	<p>Note: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than the duration of the works/shift would generally not be acceptable for any hazard identified as moderate risk.</p> <p>Project/Workplace Manager, SSR, ESR or Site Supervisor to confirm implementation and authorise commencement of the works.</p>
Low	Action last	<p>Where the implementation of controls is simple, and can be achieved within 30 minutes, the leading hand/foreman or equivalent has the authority to ensure the controls nominated are selected.</p> <p>Where the implementation of controls cannot be achieved by the leading hand/foreman or equivalent. They shall escalate the issue to the relevant supervisor</p> <p>Where the supervisor is able to implement the control or take decisive action, i.e. stand down a machine within half a shift, they have the authority to do so. Where this is not achieved, the Supervisor shall escalate the issue to the relevant Engineer.</p>	<p>Work may commence while implementing the control measures on site.</p> <p>Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.</p> <p>Site Supervisor to confirm implementation.</p>

Note: Refer to KG BMS procedure MSP22 Risk Management

Activity	Hazard	Initial Risk	Controls	Revised Risk	Person Responsible
Managing the stock piles	Dust generated in unloading and during windy weather	A3 (M)	<ul style="list-style-type: none"> ▪ Cover loads during delivery ▪ Minimise the emission of wind-blown or traffic-generated dust by Spraying stockpiles and trucks. ▪ Suspend unloading during adverse weather conditions 	D4 (L)	Yard Manager Truck Drivers
	Runoff from stockpiles	A2 (H)	<ul style="list-style-type: none"> ▪ Ensure stockpiles are 100 metres from creeks edge ▪ Ensure silt traps are established inspected and maintained between the stockpiles and the creek 	D4 (L)	Yard Manager
General	Dumped chemical containers on site from external bunded area.	D3(M)	<ul style="list-style-type: none"> ▪ Provide clear Instructions to external sources of site housekeeping during site induction; toolbox meeting; daily pre-start briefing, etc. ▪ Ensure hazardous/warning signs are established/maintained near chemical storage areas. ▪ Provide disposal bins at identified locations for chemical dumping. 	E2(L)	Yard Manager
Plant Refuelling & Servicing	Fuel spills during refuelling process. Oil, hydraulic fluids leakage	C2(M)	<ul style="list-style-type: none"> ▪ Daily pre-start check to be carried out by operator. ▪ Ensure all fuel hoses and fittings do not leak. ▪ Bunded area to be provided for small plant/tools when refuelling. ▪ Spill kits and fire extinguisher to be readily available. 	C1(L)	Yard Manager and plant operator
Yard Traffic	Fuel leakage	C2(M)	<ul style="list-style-type: none"> ▪ Proprietary liquid absorbent material must be promptly used over the spill area, and disposed of appropriately. 	C1(L)	Yard Manager
Plant operation and servicing	Burst plant hydraulic hose	C3(H)	<ul style="list-style-type: none"> ▪ Plant prestart check ▪ Plant with hydraulic hoses such as backhoes, excavators etc. must carry proprietary liquid absorbent material within their cabin. ▪ Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency Contacts Attachment 2 (page. 12). ▪ All leaks discovered on plant and equipment must be promptly repaired. ▪ Where leak is substantial, the plant must be parked over a bunded impervious area or a collection pan 	C2(M)	Yard Manager Plant operator Mechanic

Activity	Hazard	Initial Risk	Controls	Revised Risk	Person Responsible
			shall be placed under the leak until the repairs are completed.		
Chemical storage area	Chemical/hazardous substances leakage from storage areas	C2(M)	<ul style="list-style-type: none"> ▪ Follow SDS for safe storage and handling instructions. ▪ Spill kits and other liquid absorbent materials to be readily available in the storage area. ▪ Approved proprietary type containers must be used to decant liquid hazardous products. 	D2(L)	Yard Manager
	Overflow of chemical /hazardous substances contaminated water from storage bunds	C3(H)	<ul style="list-style-type: none"> ▪ Follow SDS for safe storage and handling instructions. ▪ Maximum volume of containers used to decant, transport and handle hazardous liquid products must not exceed 20 litres. 	C2(M)	Yard Manager
	Fire in the chemical/hazardous substances storage area.	C3(H)	<ul style="list-style-type: none"> ▪ Notify yard manager immediately. ▪ If required call for an emergency evacuation. ▪ Spill kits and fire extinguisher to be readily available in the storage area. ▪ Authorities to be NOTIFIED IMMEDIATELY if it is a Notifiable event (see definition page 7) and Emergency contacts Attachment 2 (page. 12) 	C2(M)	All site personnel
Chemical storage area (continued)	Leakage of chemicals /hazardous substances due to damage to drums /containers during handling outside bund	C3(H)	<ul style="list-style-type: none"> ▪ Follow SDS for safe storage and handling instructions. ▪ Approved proprietary type containers must be used to decant liquid hazardous products. 	C2(M)	Yard Manager
Yard/building maintenance or upgrade	Damaged utility such as sewer, power, gas, water and others, major spill	C3(H)	<ul style="list-style-type: none"> ▪ Completed copy of MSF22A-1 Permit to Excavate must be provided to plant operator and Yard Manager prior to excavation or other ground breaking activity. ▪ Promptly place sand, soil and/or absorbent material over and downstream of the spill to minimise the volume of the spilled product reaching the natural drainage area and apply the Pollution Incident Response Management Procedure clause 6.2. 	C2(M)	Site personnel Plant Operator

Activity	Hazard	Initial Risk	Controls	Revised Risk	Person Responsible
			<ul style="list-style-type: none"> ▪ Ensure contaminated material collected from the spill area is transported to an authorised waste disposal site. ▪ Report immediately to Yard Manager. 		
Critical incident in adjacent property of roadway	Potential fire, fumes or damage to individuals, yard structures or plant	C2 (M)	<ul style="list-style-type: none"> ▪ Monitor road way and adjacent properties. ▪ Maintain good communication with adjacent properties occupiers. ▪ Minimise exposure to hazards and follow emergency services instructions 	C4	Yard Manager All yard personnel
Fire	Heat smoke, fumes or burns and asphyxiation of individuals, damage to yard structures or plant	C2 (M)	<ul style="list-style-type: none"> ▪ Ensure building meet fire codes and regulations. ▪ Ensure all suppression equipment is in place, maintained (AS 1851) and signposted. ▪ Ensure hot works are fully controlled. ▪ Ensure all fire bans are fully complied with. ▪ Minimise build-up of combustive materials. ▪ Manage vegetation and keep clear area around buildings and parking areas. 	D4 (L)	General Manager Yard Manager
Flood	Potential indication of buildings and stockpiles	D2 (M)	<ul style="list-style-type: none"> ▪ Protect all buildings with sandbags. ▪ Place sand on base of asphalt stockpiles. ▪ Move all plant to higher ground. ▪ Follow directions of SES/relevant authorities. 	D4 (L)	Yard Manager
Adverse weather event	High winds, severe thunderstorms, lightening strikes, hail, torrential rain	B3 (M)	<ul style="list-style-type: none"> ▪ Regular building maintenance. ▪ Monitor weather forecasts. ▪ Secure all plant equipment and loose materials 	B4 (L)	Yard Manager