

**POLLUTION INCIDENT RESPONSE
MANAGEMENT PLAN – (PIRMP)**

**Cleanaway Refiners Pty Ltd
Rutherford Refiners**

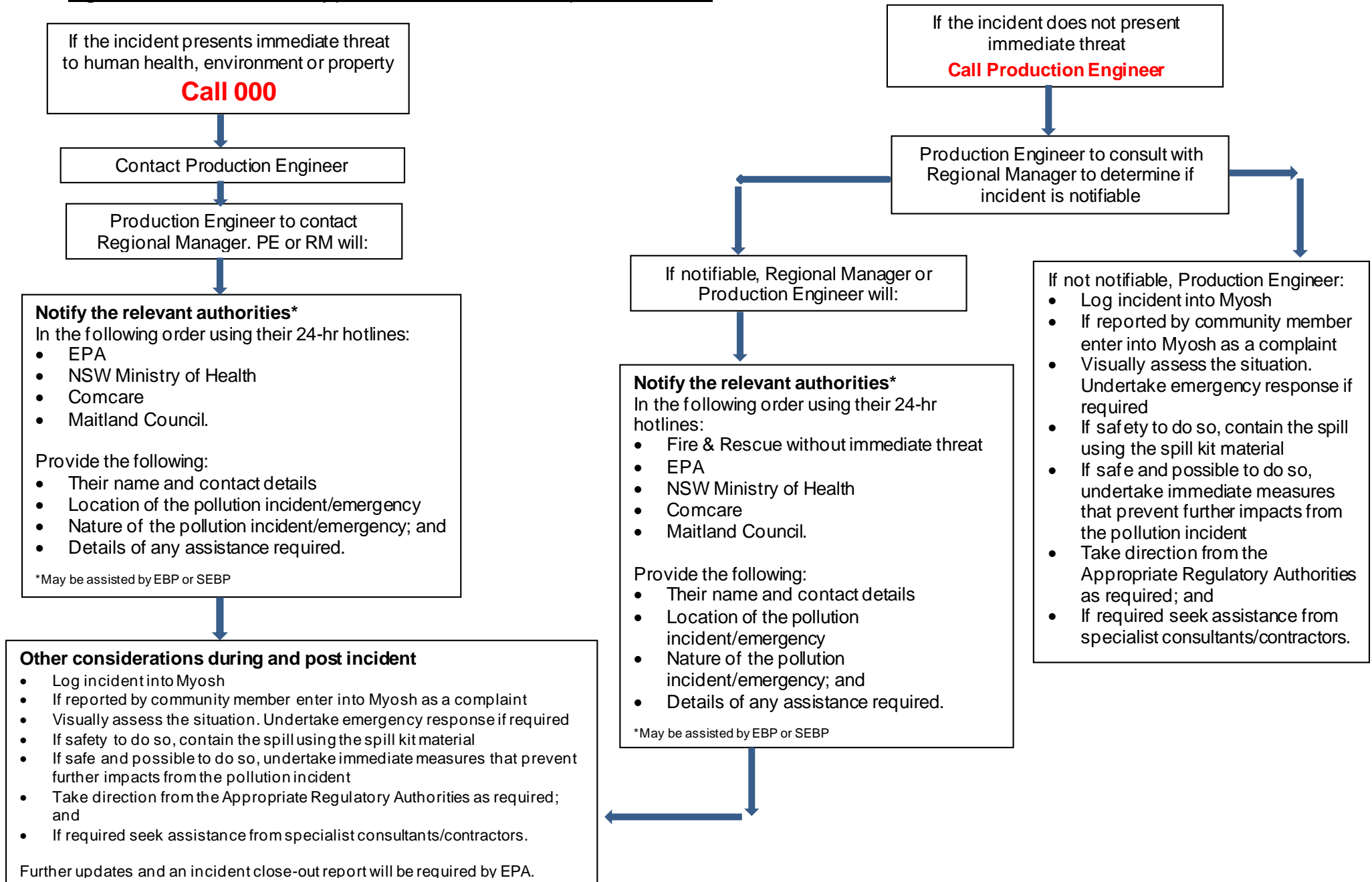
***41 Kyle St
Rutherford NSW 2320***

EPA LICENCE NO.12555

Revision Status:

Date	Issue	By	Checked	Approved and understood by
16/12/20	Previous Issue	Previous Template		
23/09/21	1	HR	MD/SM/NW	SM

Figure 1 outlines the Cleanaway protocol for the notification of pollution incidents



POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP) – Rutherford Refinery

Approved by: Name: Nicholas Welbourne

Position/Title: Production Engineer

Date: 23/09/2021

PURPOSE:

Cleanaway Refiners Pty Ltd holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for the Rutherford Refinery site. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at Rutherford Refinery or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2009.

Licensees should also refer to the NSW EPA's *Guideline: Pollution incident response management plans*.

1. Environment Protection Licence (EPL) Details

Name of licensee: Cleanaway Refiners Pty Limited
(including ABN) 78 114 388 742

EPL number: 12555

Premises name and address: Cleanaway Refiners Pty Ltd
41 Kyle St
Rutherford NSW 2320

Company or business contact details: Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

Website address: www.cleanaway.com.au

Scheduled activity on EPL: Chemical Storage;
Petroleum products and fuel production.

Fee based activity on EPL: Chemical Storage waste generation;
Petroleum products and fuel production.

2. Pollution incident – Person/s responsible

PIRMP activation and management of response to an incident Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

3. Pollution incident – Notification of relevant authorities

Notifying relevant authorities Please note, this section has been removed from the version published on the Cleanaway Website.

Note: Notification should be made by a person with an appropriate level of authority within the company.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

Relevant Authority	Contact number
Fire & Rescue NSW / Rural Fire Service	000
Fire & Rescue without immediate threat	1300 729 579
Environment Protection Authority	13 15 55
NSW Ministry of Health	(02) 9391 9000 or After hours 9515 6111 (ask for Public Health Officer on call)
ComCare	1300 366 979
Local authority (Maitland Council)	(02) 4934 9700

4. Notification of neighbours and the local community (including communication mechanisms)

A list identifying immediate neighbours of the site is provided below.

Contact numbers for the neighbours are:

Business name	Contact Number
Gibbs Fabrications	(02) 4932 3666
Maitland Saleyards	(02) 4932 7066
CRD Automotive Solutions	(02) 4905 1807
Watson Brothers Pty Ltd	0400 049 683
Nationwide Oil / Cleanaway CES	0499 304 246
Farmland Co	(02) 4932 0855
Goldsprings Heavy Haulage Pty Ltd	(02) 4932 0622
TES Group	(02) 4932 9078
Farrelly Construction Services	(02) 4932 4771
PBE Rutherford Mining	(02) 4932 7200
All About Steel Pty Ltd	(02) 4932 1811
Hymix Concrete	1300 049 649
Budget Kitchens	(02) 4932 9688
Designer Kitchen and Stone Factory	(02) 4932 9688
Ultrafloor	(02) 4015 2222
Brands Repair Transport Services	0429 457 041
Hunter Valley Camper Hire	0439 838 918
JR Richards & Sons	1300 579 278
Guy's Karate School	0499 968 389

Southern Generators and Electrical	1300 350 706
100% Bottling Pty Ltd	(03) 9581 0500
Australian Remanufacturing (Terry)	02 4932 9995 0417 200 226
Maitland Coolrooms (Michael Safranko)	0402 690 607
Tolsaf Cranes	0418 450 715
Wood Galore Firewood	(02) 4932 6850
Maximus Industrial	(02) 4057 0281
Oriental Star	(02) 4932 3255
Truckfit Pty Ltd	(02) 4932 8421
National Stockyard Systems (Murray)	02 4932 1363 0425 315 913
Darren O'Brien Plumbing & Roofing	(02)4932 2555
Blinds Nice	(02) 4932 9666
Docker Protective Products	(02) 4934 1019
Kennards Hire Rail	(02) 4035 9400
Hunter Trailers & Towbars	(02) 4932 1121
Groundsearch Australia Pty. Limited	(02) 4932 3582
AWH	(02) 4932 9880
H-E Parts Mining Cooling	(02) 6571 4991
Hollingtonshed Hoist & Haulage Pty Ltd	(02) 4932 4000
HIE Signs	(02) 4932 7555
Renewable Oil Services	(02) 4932 1588
Aletek	1300 886 628

A1 Screens	0409 444 273
I M Rail Pty Ltd	(02) 8072 0631
Other Potentially Affected Neighbours	Notify potentially affected neighbours in conjunction with Fire Brigade notification system

Impacts on the broader community are variable and depend on location, or other factors such as wind direction and velocity. In the event of a pollution incident occurring (such as a Fire) which has the potential to impact residential areas, communication methods will be used on a case-by-case basis and in all situations Cleanaway will liaise with Council and Fire and Rescue to provide early warnings to directly affected residents by the mechanisms described below. Early warnings are to include details of what the imminent incident is and how those affected can prepare and respond to the incident. The notification shall provide specific information to the neighbouring properties and local community, so it can minimise the risk of harm.

In the event of a pollution incident Cleanaway (CWY), in consultation with Council, will attempt to provide early warning to directly the community by the following mechanisms as appropriate:

- Telephone calls or door knocking (where appropriate)
- Mailbox drops
- Warning signs
- Local media source (radio/newspapers)
- Council webpage updates and media releases; and
- Council website address is <https://www.maitland.nsw.gov.au/my-neighbourhood/report-an-issue/contact-us>

5. Description and likelihood of hazards

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

6. Pre-emptive actions

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

7. Inventory of pollutants

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

8. Safety equipment

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

9. Minimising harm to persons on the premises

All staff and contractors are to be inducted before completing any work on site. The induction includes procedures for minimising the chance of a pollution incident occurring, managing a pollution incident and actions following a pollution incident.

Minimising the impact to persons at CWY during a pollution incident is the highest priority.

The site has established a site-specific emergency management plan (SEMP) which details relevant emergency protocols including evacuation procedures, medical emergency procedures and environmental incidents. The SEMP also contains a Site Emergency Response list which details the sites emergency controller, fire warden and other relevant emergency contact details. This PIRMP is therefore supplemented by the information and works in unison with the SEMP.

Additionally, as part of the preparations for the PIRMP, training and drills will be undertaken with staff (refer Sections 13 'Training' and 14 'Testing').

10. Maps

Please note, this section has been removed from the version published on the Cleanaway Website.

Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.

11. Actions to be taken during or immediately after a pollution incident

Actions to Minimise a Pollution Incident:

The risk assessment in Section 5 of the PIRMP 'Description of Likelihood of hazards', outlines potential pollution incidents at the Premises (additionally the site maintains a site-specific Environmental Risk Register). For each potential pollution risk, there are a number of controls outlined. Some general controls which are in place to reduce the likelihood of pollution incident occurring include:

- Risk Assessments on work tasks
- SDS Documentation
- Standard Operating Procedures
- Incident and Hazard Management
- Inspections and workplace audits
- ISO 14001 Environment Management Audits
- ISO 9001 Quality Management Audits
- AS/NZS 4801 Safety Management Audits
- Emergency Management
- Regular testing and maintenance
- Spill kits
- Tank Bunding
- Chemical Segregation areas
- SW shut off valve
- Correct storage and waste management; and
- Training.

CWY operations make all attempts to ensure prevent pollution events to ensure environmental incidents do not occur, but in a situation where a pollution incident is imminent and may potentially cause detrimental impacts to human health or the environment, onsite operations will contact the necessary stakeholders (employees, contractors, neighbours, Regulatory Authorities) to provide as much early warning as possible.

Actions During a Pollution Incident

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site SEMP. All staff are informed on the location of muster locations through site inductions, signage and ongoing training.

Licensees are required to report pollution incidents '**immediately**' (without delay) to the Relevant Regulatory Authorities. In the event of a pollution incident, the person who has identified the incident should immediately contact the Production Engineer / Regional Manager. The person reporting the pollution incident should provide the following key details:

-
- Their name and contact details;
 - Location of the pollution incident/emergency
 - Nature of the pollution incident/emergency; and
 - Details of any assistance required.

Some general controls for managing a pollution incident include:

- Visually assess the situation. Undertake emergency response if required;
- If safe to do so, contain the spill using the spill kit material;
- Contact the appropriate regulatory authorities in accordance with the PIRMP;
- If safe and possible to do so, undertake immediate measures that prevent further impacts from the pollution incident (i.e., mobilise vacuum tanker to site, apply spill response material to the incident area or utilise fire extinguishers onsite);
- Take direction from the Appropriate Regulatory Authorities as required; and
- If required seek assistance from specialist consultants/contractors.

Actions Post a Pollution Incident

A detailed incident investigation and report will be completed regarding the Pollution Incident to find the root cause of the incident and implement the corrective actions to prevent the incident occurring.

The incident will be reported in the Myosh incident management system. If CWY are notified of the pollution incident by the public, a complaint will also be registered in the Myosh reporting system.

Within a month following the incident, the PIRMP will be reviewed and tested. CWY will continue to liaise with the relevant Regulatory Authorities to reduce the likelihood of the pollution incident occurring.

The Incident will be discussed at the toolbox meeting forum with all staff and contractors regarding the incident investigation, key outcomes and follow up on the completing of the corrective actions.

12. Coordinating with Persons & Regulators

Licensees must notify all of the appropriate Regulatory Authorities following a notifiable incident. These include:

- Environment Protection Authority (EPA)
- Ministry of Health
- Comcare

- Local Council; and
- Fire and Rescue NSW.

As outlined in Section 3 of the PIRMP 'Pollution incident - Notification of relevant authorities', notification of the incident is to be provided by the Production Engineer, Regional Manager or Tertiary contact.

All Communications are to be made to:

Production Engineer; and
Regional Manager.

13. Staff Training

Annual PIRMP toolbox meetings will be completed with staff on the site. This training will be provided to ensure that all staff are aware of the content, processes and requirements of the plan and competently implement if necessary.

This PIRMP toolbox is in addition to Cleanaway's other training modules and induction processes.

14. Testing & Updating of the PIRMP

Plans must be tested routinely at least once every 12 months and within one month of any pollution incident occurring. The testing is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner. Testing may include:

- Desktop scenarios, or
- Physical Scenarios.

Testing records will be maintained electronically on the 'MyOSH' database (entered as Drill & Exercise > PIRMP Test).

Date PIRMP tested	PIRMP tested by	Type of test (drill or desktop)	Learnings	Next scheduled test
01/09/2021	Nic Welbourne, Mark Dempsey & Haydn Rossback	Desktop - drill	N/A	Sept 2022