

PIRMP - Belrose Resource Recovery Centre

Pollution Incident Response Management Plan

This document is to be viewed in conjunction with Emergency Response Plan (PLAN003).

Document #: PLANS003.2.3.2

Address: Crozier Road, Belrose NSW 2084

EPA Licence: # 13312

Facilities on site:

- Belrose Transfer Station

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Purpose and definitions

The purpose of this plan is to provide effective procedures for dealing with a pollution incident at CLEANAWAY sites located within NSW which hold NSW Environmental Protection Authority (EPA) licenses for one or more facilities/operations on site. The information and procedures contained within this document are in accordance with requirements as set out within the *Protection of the Environment Legislation Amendment Act 2011 No 63*.

This Plan is provided as part of each CLEANAWAY site *Emergency Response Plan (ERP)* in accordance with the procedures set out in the *Emergency Management Procedure*

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

Notification of pollution incidents:

A pollution incident on a CLEANAWAY site must be notified according to the notification procedure on page 5 of this document in the event that the incident:

- Causes harm to the health or safety of human beings or the environment which is not trivial, and/or
- Which results in monetary loss or damage costing an amount exceeding \$10,000 (cost to include clean-up/further pollution mitigation measures)

Not Trivial means:

- Harm to human health (Injury/Illness) as a result of a pollution incident which is of major severity or above (as defined in the *Incident Reporting and Corrective Action Procedure*)
 - Harm may in some instances not result in an injury classified as major but may still be considered notifiable. This decision is to be made by the Site Manager or most senior worker on site at the time of the incident
- Harm to the environment which is of major severity or above (as defined in the *Incident Reporting and Corrective Action Procedure*)

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Site Information

Site Name: Belrose Resource Recovery Centre

Site Address: Crozier Road, Belrose NSW 2084

EPA license #'s relevant to this site:

- 13312

Sydney Trade Waste Agreement # relevant to this site

- 35141

Contact Details or Persons on site in the event of a Pollution Incident

Responsibility	Name	Position Title	24 Hour Contact Number
<p>Please note, this section has been removed from the version published on the Cleanaway Website.</p> <p>Members of the community can contact the Community Hotline on 1800 213 753 to raise any queries, complaints or concerns with the business.</p>			

Notification Procedure for Pollution Incidents

When a pollution incident occurs on site

1. Immediately engage in harm minimisation measures / spill containment as per procedures documented in the site ERP
2. If the incident presents an immediate threat to human health or property contact emergency services on **000** immediately
3. Assess the level of actual or potential pollution and decide whether the incident is a '**notifiable**' incident according to the definition provided on Page 3 of this document.
4. If the incident is considered '**notifiable**' the following agencies must be notified immediately in listed order:
 - a) For pollution incidents within normal working hours the worker nominated as 'Notifying the Authorities' as per the table on Page 4 of this document (or the most senior worker on site at the time of the incident) must make all notifications
 - b) For pollution incidents which occur outside of normal working hours the most senior worker on site at the time of the incident must make all notifications

Environmental Regulatory Authority:	NSW EPA	Contact:	131 555
Work Health and Safety Regulatory Authority:	ComCare	Contact:	1300 366 979
Local Council:	Northern Beaches Council	Contact:	1300 434 434
Fire and Rescue:	NSW Fire and Rescue	Contact:	1300 729 579
Ministry of Public Health Unit:	Hornsby (North Sydney/Central Coast Area Health Service)		
Business Hours:	(02) 9477 9400		
After Hours (Hornsby Hospital):	(02) 9477 9123		

Hazards and Controls

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.

Pollution Incidents Likelihood

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

Pre-emptive Actions

Pre-emptive actions are actions taken to minimise or prevent any risk of harm to human health or the environment. The following are the pre-emptive actions taken on site:

- Site inductions
- Site Environmental Management Plan
- Site Environmental Monitoring Program
- Provision of training and competency assessment for CLEANAWAY Safe Operating Procedures
- Provision and use of spill containment kits
- Bunding as per requirements of the *Bund Construction and Maintenance SOP* for all chemical storage areas
- Where applicable all processes on site are undertaken in accordance with the relevant Australian Standard/s

Inventory of potential Pollutants on Site

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.

Safety Equipment on site

Safety equipment is any equipment located on site which can be used to minimise the risks of a pollution incident occurring or can be used to assist in containing / controlling a pollution incident.

Available on site as listed below:

Type of Safety Equipment	Description – what used for	Storage Location on site
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.		

The site's risk register contains a hierarchy of control pertaining to safety risks on site. The risk register is reviewed periodically, kept on site in both a soft and hard copy, and available to staff.

Note: the Safety Data Sheet for all chemicals on site are kept alongside the chemical risk register in accordance with the Hazardous *Chemicals (incl. Dangerous Goods)* SOP

Harm Minimisations Measures on Site

Harm minimisation measures on site are actions or measures which are taken to minimise the harm to humans or the environment in the event of a pollution incident on site. The following is a list of the harm minimisation measures on site:

- Emergency Response Plans – including evacuation diagrams and emergency evacuation point locations.
- Emergency Response plan training and exercises as per the requirements of the *Emergency Management Procedure*
- Trained and accredited First Aiders and Wardens
- Provision of fire-protection systems including firefighting equipment
- Availability of CLEANAWAY personnel with environmental management knowledge for the purposes of assessing environment impact in the event of a pollution incident.
- Local medical facility contact
- Site warning alarm system

Actions to be taken in the event of an emergency

Immediate actions are those actions which minimise or prevent harm to human health or the environment as a result of a pollution incident. The actions to be taken in the event of a pollution incident are as per the Response Procedures detailed in the site ERP relevant to the type of pollution incident which has occurred.

Actions for responding to Pollution caused by an incident

Following the initial response to a pollution incident occurring on site (as outlined in the site ERP), actions will be taken to combat any harm caused to the environment as a result of the incident. All Action taken will be in collaboration with the relevant authorities and where applicable CLEANAWAY will engage qualified and experienced persons to assist in any required clean-up and mitigation activities.

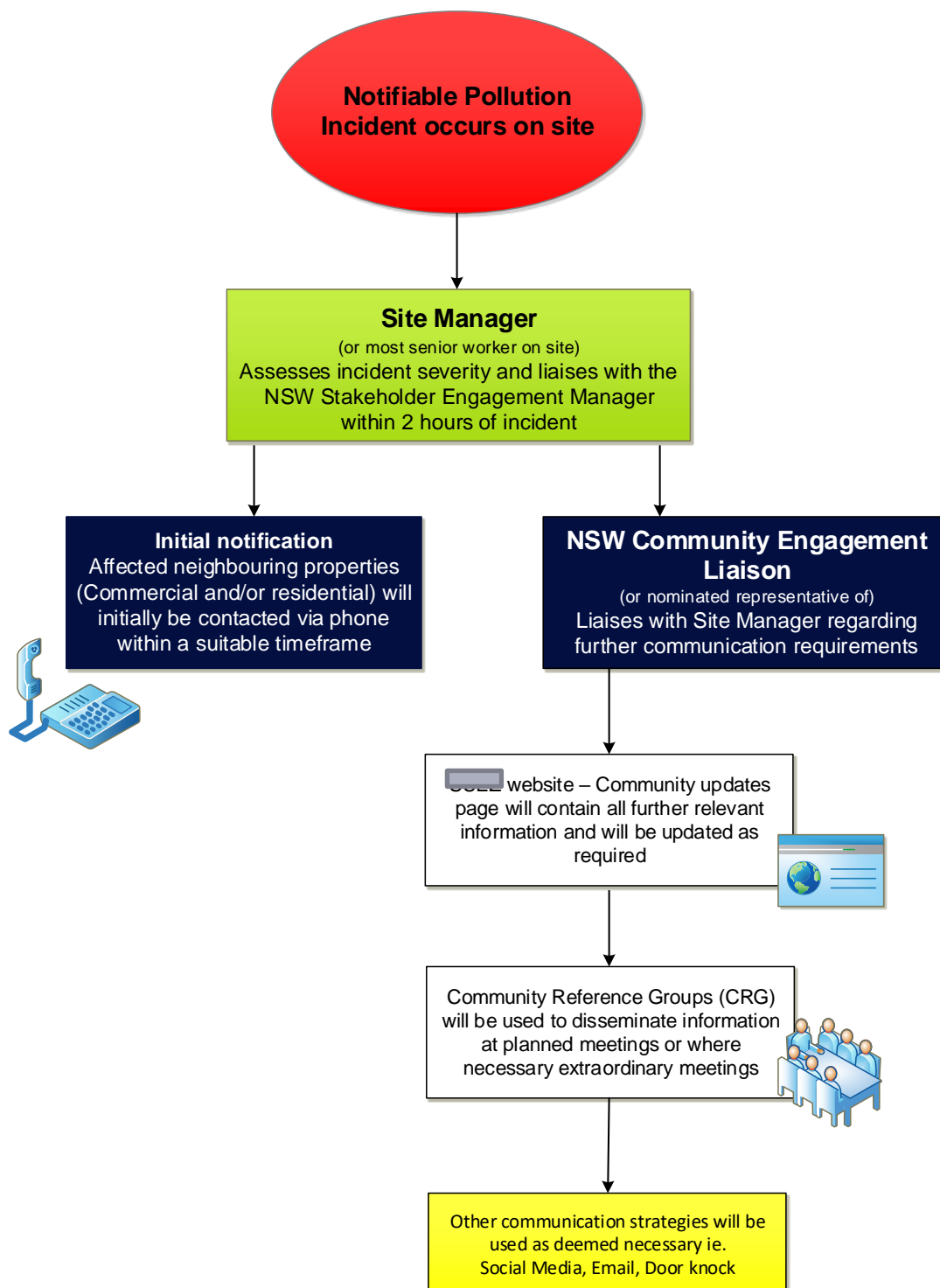
It is the responsibility of the Site Manager in consultation with the site Compliance Personnel (where applicable) and the state EQS team to ensure accurate and timely communication between all parties involved, including but not limited to:

- Relevant authorities,
- Neighbouring properties,
- Any other persons affected by the incident and
- CLEANAWAY management

All pollution incidents must be investigated and corrective actions completed with the aim to prevent further incidents from occurring in the future in line with the *Incident Reporting and Corrective Action Procedure*.

Communicating with Neighbours

The following flowchart illustrates the actions to be taken in the event of a 'notifiable' pollution incident occurring on a CLEANAWAY site:



Communicating with Neighbours – Actions to be taken:

1. Site Manager upon becoming aware of a notifiable pollution incident assesses the severity of the incident with regard to impact on neighbouring properties
 - a. Consider the following
 - i. Does the pollution incident have the potential to affect one or more neighbouring properties?
 - ii. How will it affect them (including long and short term effects)?
 - iii. What actions need to be taken by the neighbouring properties to protect them from harm?
 - b. Site Manager contacts the NSW Community Engagement Liaison within two hours of the incident occurring and informs of the incident & possible impact on neighbouring properties
2. Site Manager contacts the neighbouring properties deemed necessary and provides them with the following information relevant to the pollution incident:
 - a. What has happened?
 - b. The Health and Safety implications for them
 - c. Corrective Actions which have been activated to minimise the harm/prevent further harm
 - d. What to expect?
 - e. Information on the CLEANAWAY website 'community updates' page for future updates
 - f. His/Her contact details for further queries/concerns
3. NSW Community Engagement Liaison liaises with Site Manager and provides updates through the following communication channels as required:
 - a. CLEANAWAY website on the 'Community updates' page. (Updates controlled by the NSW Community Engagement Liaison).
 - b. Relevant information will be provided at Community Reference Group (CRG) meetings where applicable. These are conducted quarterly or as required an extraordinary meeting may be called.
 - c. As needed, other communication strategies will be employed to inform neighbouring properties and the wider community of important information related to CLEANAWAY owned and/or operated sites

The Site Manager must ensure a current listing of neighbouring property addresses and contact numbers are available at all times.

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Staff Training

The relevant CLEANAWAY workers for the site as recorded in the site ERP must be trained in accordance with the training requirements outlined in the site ERP. The objective of staff training is to ensure an understanding of the requirements for notification in the event of a pollution incident occurring on a CLEANAWAY site, and the actions to take in the event of an emergency.

Records of training must be kept as per the *Induction, Training and Competency Procedure*.

Emergency Exercises

Emergency exercises will be performed in accordance with the requirements of the site ERP (minimum one pollution incident emergency drill performed every 12 months). Emergency exercises are reviewed and recorded using CLEANAWAY internal document FORM030.

Review of the Plan

The plan will be reviewed annually in accordance with the requirements as stated in the site ERP. Incidents and exercises occurring on site will be reviewed by the Site Manager in accordance with the requirements of the *Emergency Management Procedure*.

Site 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.

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Definitions

Emergency - Any event which arises internally, or from external sources, and which may adversely affect persons or the community generally, and requires an immediate response.

Emergency Response Plan (ERP) - The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

EPA - means the Environment Protection Authority constituted by the Protection of the Environment Administration Act 1991.

Evacuation - The orderly movement of people from a place of danger.

Harm – (to the environment) includes any direct or indirect alteration of the environment that has the effect of degrading the environment and, without limiting the generality of the above, includes any act or omission that results in pollution.

Pollution means -

- a) Water pollution, or
- b) Air pollution, or
- c) Noise pollution, or
- d) Land pollution.

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.

Review and Document Control

VERSION	CHANGE	REVIEWED	AUTHORISED	DATE ISSUED
10	PIRMP Tested 15/11/2018	Compliance Officer	Compliance Manager	19/09/2019
11	Updated the Site Contacts and replaced Suez with Cleanaway. This is a temporary document to be used until a PIRMP in Cleanaway format is made available.	Environmental Advisor		04/01/2022