Pollution Incident Response Management Plan

Bombo Quarry

Panama Street, Bombo, NSW

Web Version -
Note: Some details have been removed to protect individuals' privacy

Transport Sydney Trains

Document History

Title	Bombo Quarry – Pollution Incident Response Management Plan		
Number	**		
Version	Author	Issued	Description
2.0	**	1 July 2013	Updated and redrafted to suit Sydney Trains
2.1	**	3 March 2017	Position titles updated inclusion of test date and updated manifest
2.2	**	7 Nov 2017	PIRMP Site Test date.

24-hour Contact Details

Name	Position	Phone
**	Manager Supply Chain Bulk Materials	**
**	Bombo Quarry Production Manger	**
Greenline	Environmental enquiries and complaints	1300 656 999

Relevant Authorities Contact Details

Authority	Phone
EPA	131 555
Kiama Council	4232 0444
Kiama Council – afterhours and Public Holidays	0417 686 477
NSW Ministry of Health - Illawarra PHU (Wollongong)	42216700
Work Cover NSW	131 050
Fire and Rescue NSW – Emergency	000
Fire and Rescue NSW – Pollution Incident	1300 729 579
NSW Department of Industry; Minerals Resources and Energy	1300 736 122

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

Contents

1 Introduction

1.1 Purpose and Scope

This document provides the information and instructions for the management of pollution incidents at the Bombo Quarry located at Panama Street Bombo as required under Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act).

This document sets out procedures to prepare, implement, keep and test a pollution incident response management plan covering pollution incidents related to the operations of Bombo Quarry until the appropriate emergency service agency arrives to take control, at which time response personnel will work in conjunction with that agency.

The objectives of this plan is 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) 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 trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability, properly implements the plan.

1.2 Roles and Responsibilities

Table 1.1: Roles and Responsibilities

Position	*Roles and Responsibilities*
Manager Supply Chain Bulk Materials	• Implements the PIRMP across the facility • Coordinates testing of the PIRMP • Conducts annual reviews of the PIRMP based on results of tests • Immediately notifies Sydney Trains Injury and Incident Hotline of the pollution incident • Notifies senior management of all pollution incidents
Production Manager	• Communicates requirements of the PIRMP to site staff • Coordinates immediate actions to mitigate impacts of the pollution incident • Coordinates the evacuation of site personnel to safe locations • Coordinates the movement of emergency service personnel on site
Bulk Materials Engineer	• Organises training of staff in requirements of the PIRMP • Notifies affected community members during a pollution incident
Team Leaders, and all other personnel on site.	• Immediately report all environmental incidents to site manager • Assists in the management of the pollution incident as directed
Sydney Trains Injury and Incident Hotline	• Coordinates notification of pollution incidents to the relevant authorities

2 Pollution Incident Response Management

2.1 Potential pollution events

Events that could be, depending on site issues at the time, classed as a pollution incident are:

- Significant accident involving a Fuel Truck, whilst onsite to refuel the storage tank. The risk is that an accident could occur to the vehicle, resulting in a puncture to its tank and fuel leakage.
- Significant incident involving a Contractors Fuel Truck, within the confines of the quarry to refuel earthmoving equipment. The risk is that if an accident were to occur near the quarry entry, just south of Panama Street, there is the potential for leakage of fuel into the watercourse and then out to sea.
- Significant incident involving the train locomotives within the confines of the quarry siding. The risk is that if there is a rupture to the loco's fuel tanks, there is the potential for leakage of fuel into the watercourse and then out to sea.
- Significant incident involving the Explosives Truck whilst onsite to load product for a blast. The risk is that if there were to be an accident with this vehicle, the explosive 'inert' product could spill and might then mix with spilt fuel, thus creating the potential for an explosive mixture.
- Significant incident involving damage to the quarry fuel reserve tank. The risk is that if there were to be a vehicle or truck accident in the vicinity of the fuel tank, any damage to the tank or the protective bund could result in leakage of fuel into the watercourse and then out to sea.

A detailed risk assessment is held in the site risk register.

2.2 Inventory of Potential Pollutants

Table 2.3 – Summary of potential pollutants

Potential Pollutants	Quantity	Control mechanism
Diesel Fuel	• Contained in plant and equipment on-board fuel tanks • Diesel fuel in bulk storage tank (20,000 litres) • Diesel fuel in petroleum company delivery vehicle	• OEM Standard • Bunding to AS 1940 • Transport of Dangerous Goods by Road and Rail Compliant
Lubricating Oil	24 x 200 litre Drums	• Internal storage shed with CPI separator on drainage
Waste oil	2000 litre waste oil tank	• Covered bunded area
Grease	10 x 200 litre Drums	• Internal storage shed with CPI separator on drainage
Paints and other flammable liquids	250 litres	• Flammable liquids cupboard
Ammonium Nitrate (60%)	5 Tonnes on vehicle not stored onsite	• Transport of Dangerous Goods by Road and Rail Compliant

A detailed inventory of potential pollutants along with Material Safety Data Sheets is maintained in the site Hazards Materials Register held in Quarry Administration Office and the Production Manager's Office.

2.3 Safety equipment

Safety equipment held on site includes fire extinguishers and spill kits. All mobile plant is fitted with fire extinguishers in accordance with the *NSW Work Health and Safety (Mines and Petroleum Sites) Act2013*.

Spill kits are located at workshops, stores and refuel bay.

2.4 Contact details

Contact details of key stakeholders are detailed in the front of this Plan.

2.5 Communicating with neighbours

2.5.1 Who will be notified

All community stakeholders that may be affected by an incident will be notified.

These include:

- Neighboring residential property owners
- Neighboring commercial properties
- General public within the vicinity of the site:
  - Pedestrians
  - Motorists
  - Users of nearby recreational facilities (beach, parks etc)

2.5.2 When will the Community be notified

If an incident presents a significant risk of causing material harm to persons, property, and/or the environment to an area that is not trivial, any community stakeholders within these areas will be notified at the earliest convenience.

2.5.3 How will the Community be notified

When it has been established that a community stakeholder is at risk from an incident that has the potential to cause material harm the following process will be implemented:

1. Community stakeholders will be contacted immediately after the relevant authorities have been contacted either by door knocking or telephone.
2. Stakeholders will be advised of recommended actions that can be taken to prevent or minimise material harm e.g. evacuate area, shut all doors and windows, cease drawing water for irrigation purposes.
3. After the incident has been contained and managed by key personnel and authorities subsequent communication will be undertaken by the Manager Supply Chain Bulk Materials and relevant environmental advisors. These may include:
   - Follow up telephone calls and/or face to face contact
   - Meetings with stakeholders
   - Written correspondence containing updates in regards to safety and environmental concerns associated with the pollution incident

2.6 Minimising harm to persons on the premises

Hazardous situations may require different responses depending upon the nature of the hazard. The following summarises the response scenarios which may be required:

- **Full evacuation**: A situation that requires the evacuation of all occupants from the site to a designated safe assembly area.

- **Partial evacuation**: Localised hazard that requires occupants to be moved away from the danger zone to a safe area within the site.
- **Shelter in place**: Implemented when conditions external to the building, cause a greater hazard to occupants than remaining within the building.
- **No evacuation**: It may also be determined by the Warden that no response is necessary for a given situation, e.g. if a fire alarm activates and a subsequent site inspection reveals no hazard. In this circumstance the Warden may deem that no evacuation or response in required.
- **Pollution incident response**: Identified pollution incidents and hazards to human health an environment have been recorded in the site hazard register; refer to **Appendix C** for further detail. Response and control measures are out lined in the table below.

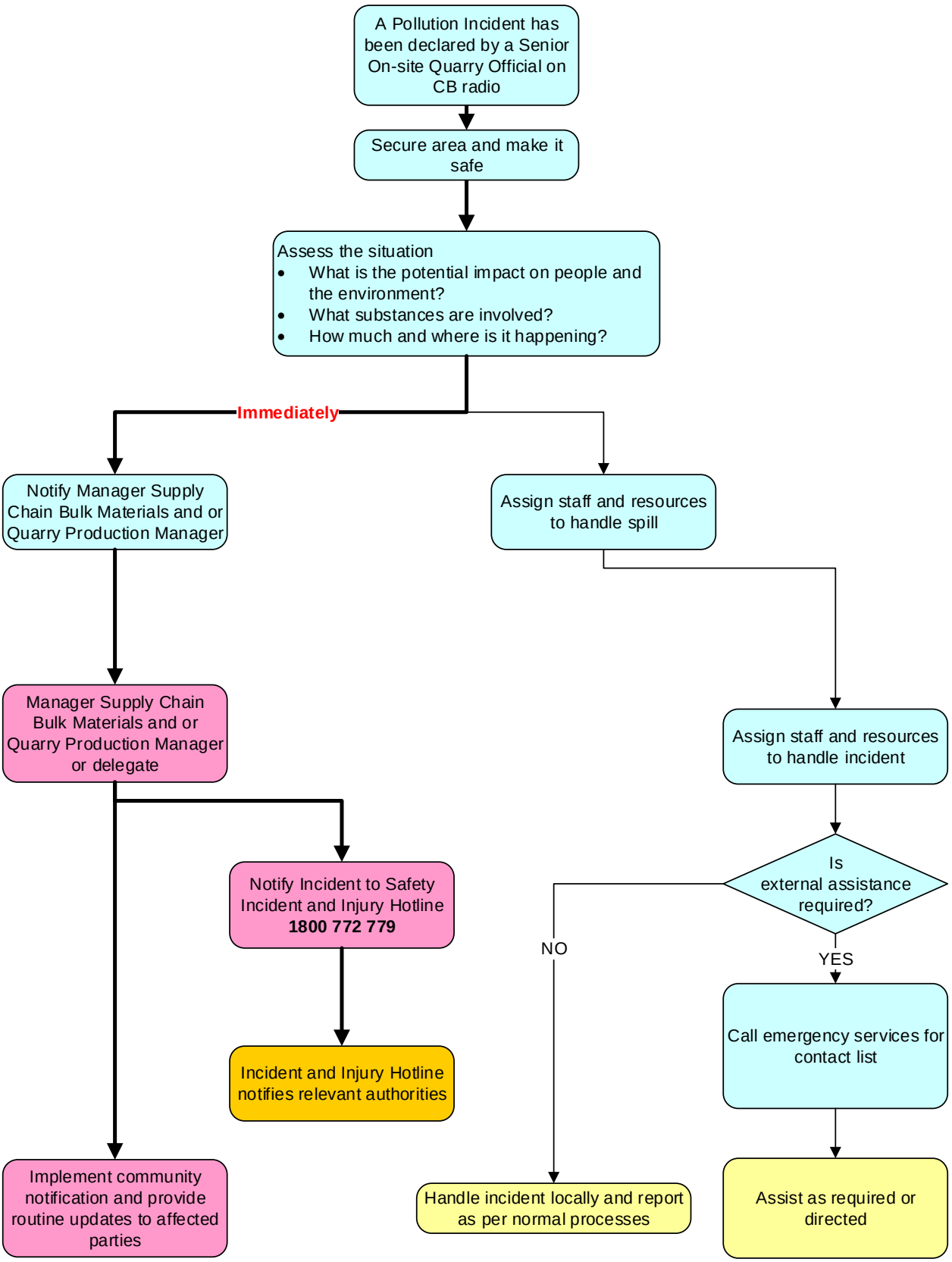
Incident /Hazard	Likelihood	Response/ control measure
Dust	Probable (Likely to Occur)	Application of water using water cart
Diesel fuel spill	Improbable (Would only occur under exceptional circumstances)	Use spill kit or dam area with quarry fines if larger than 200 litres
Ammonium Nitrate (60%) Spill	Remote (May occur only in unusual circumstances)	Use spill kit or dam area with quarry fines if larger than 200 litres
Lubricating oil spill	Improbable (Would only occur under exceptional circumstances)	Use spill kit or dam area with quarry fines if larger than 200 litres
Sediment laden storm water	Improbable (Would only occur under exceptional circumstances)	Retention Basins
Cleaning chemical	Remote (May occur only in unusual circumstances)	Use spill kit
Flammable liquid fire	Remote (May occur only in unusual circumstances)	Fire extinguishers

2.7 Maps

See Appendix A for the site emergency plan.

2.8 Actions to be taken during or immediately after a pollution incident

Actions to be taken are shown in the following flowchart:



2.9 Pollution incident notification

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) *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."*

2.9.1 Notification to employees/contractors

Incident notification to personnel on site is the responsibility of the Production Manager and will be via face-to-face communication or two-way radio. All personnel on site are to follow the directions of the Wardens during emergency situations, unless they reasonably believe their personal safety is at risk.

2.9.2 Notification to authorities

In the event that the emergency that involves the railway line contact the RMC otherwise if it is a pollution incident the site manager is to contact the **Incident And Injury** hotline who will in turn contact the relevant authorities.

When notifying of an emergency incident, you will need to advise:

- your identity and contact number,
- the nature and location of the incident,
- the urgency and help needed - Ambulance, Fire Brigade, Police,
- details of immediate threats or hazards, and
- that emergency services should report to main office off the Princess Highway for directions

2.9.3 Relevant authorities contact details

Note: The following information is supplied in the event that Incident and Injury Hotline cannot be contacted. If the Hotline is not contactable, the Manager Supply Chain Bulk Materials or Bulk Materials Engineer will contact the Authorities using the following numbers.

Authority	Phone
EPA	131 555
Kiama Council	4232 0444
Kiama Council – afterhours and Public Holidays	0417 686 477
NSW Ministry of Health - Illawarra PHU (Wollongong)	4221 6700
Work Cover NSW	131 050
Fire and Rescue NSW – Emergency	000
Fire and Rescue NSW – Pollution Incident	1300 729 579

Additional Authority Contacts	Phone
NSW Department of Industry; Minerals Resources and Energy	1300 736 122
Kiama SES	4233 2025
Kiama Fire Brigade	4232 1222
Kiama Ambulance	13 12 33

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

2.10 Staff training

The Manager Supply Chain Bulk Materials is to arrange appropriate training on the requirements for all staff. The training may be via printed or electronic material or briefing sessions, etc, at a minimum of twelve month intervals.

The site emergency control organisation (ECO) team shall include but not be limited to the Manager Supply Chain Bulk Materials, Bombo Production Manager and Bulk Materials Engineer and other employees appointed by the Manager Supply Chain Bulk Materials and Workplace Safety representative.

The ECO team is to be trained and be competent in:

- the roles and responsibilities as described in the Site Incident Management Plan,
- the layout of the site including evacuation routes and safe places,
- responding to alarms and reports of site incidents,
- the use of communication and emergency equipment including alarms and methods of raising an alarm, and
- post-evacuation activities.

2.10.1 Induction

All staff new to a site shall receive a site induction and be advised of the Site Incident Management Plan. The induction shall include:

- actions required in the event of a safety alert,
- understanding the requirement for high risk areas,
- reporting incidents and emergencies, and
- the location of assembly area.

2.11 Testing the Pollution incident response management plan

The Incident Response Plan will be tested annually, or within 1 month of an Incident occurring, in order to determine whether the information in the plan is current and that the plan is capable of being implemented in an effective manner.

Tests will be in the form of a practical exercise, desktop simulations or “toolbox” exercises, and include all aspects of the plan including training.

Records of tests kept include:

- The name of the persons carrying out the test;
- The nature of the test;
- The date of the test;
- Any updates to the plan as determined from the test

An assessment made as to the effectiveness of the plan, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.

2.11.1 Test Register

Test Date	Person Who Carried Out Test
30/11/2016	**
07/11/2017	**

3 Definitions and Acronyms

Emergency Control Centre (ECC)	Designated area for management of an emergency situation. Manager Supply Chain Bulk Materials or Bulk Materials Engineer
Emergency Control Organisation (ECO) team member(s)	A person or persons appointed by the Manager Supply Chain Bulk Materials to direct and control the implementation of the site's incident management procedures.
Emergency Services	The NSW Police, Fire & Rescue NSW, NSW Rural Fire Service, Ambulance Service of NSW, State Emergency Service (SES), Volunteer Rescue Association (VRA) or any other agency that manages or controls an accredited rescue unit.
Hazard	The source of potential harm or situation with a potential to cause loss.
Hazard identification	Identification of the potential hazards that may arise on a site, and the analysis and evaluation of those hazards.
Line Manager	Sydney Trains personnel who have organisational responsibility for the management and/or supervision of subordinate staff.
PIRMP	Pollution Incident Response Management Plan (this document)
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.

4 References

Environment Protection Licence 79 (NSW EPA)

NSW Work Health and Safety (Mines and Petroleum Sites) Act2013.

Protection of the Environment Operations Act 1997

Protection of the Environment Operations (General) Regulation 2009

Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012)

NSW Work Health and Safety Act 2011

Environmental guidelines: Preparation of Pollution Incident Response Management Plans; (NSW EPA) March 2012

EMS-11-WI-0214 Notify pollution incident

Appendices

Appendix A Site emergency response plan