Ballina Shire Council
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Australia

Ballina Shire Council

Resource Recovery Centre - Pollution Incident Response and Emergency Evacuation Management Plan (EPL 6350 and EPL 21319)

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Table of Contents

1. Introduction 1
1.1 Scope 1
1.2 Objectives 1
1.3 Legislative requirements 2
1.4 Definitions 2
2. Site Overview 4
2.1.1 Nature of wastes received 4
2.1.2 Quantity of wastes received 4
3. Pollution Incident Notification Protocol 6
3.1 Council contacts 6
3.2 Human health or safety incident 7
3.3 Pollution incident external notification 7
3.4 Notification of Neighbours and Local Community 8
4. Pollution Incident Response Procedures 9
4.1 Description and likelihood of hazards 9
4.2 Pre-emptive measures 9
4.2.1 Leachate system and operational - preventative monitoring and maintenance 10
4.2.2 Emergency equipment 11
4.2.3 Communication 11
4.2.4 Traffic control 11
4.2.5 Fire risk management 11
4.2.6 Safety equipment 12
4.3 Actions to be taken immediately after a pollution incident 12
4.3.1 Initial response phase 12
4.3.2 Site security and closure 13
4.3.3 Emergency services response phase 14
4.3.4 Containment and control phase 15
4.3.5 Recovery phase 16
4.4 Community Notification 16
4.4.1 Leachate Incidents 16
4.4.2 Fire Incidents 17
4.5 Key Site Personnel, ERO's and Site Supervisor 17
4.6 Site Evacuation Alarm 19
4.7 Site Evacuation Assembly Area 19
4.8 Emergency Response Kit 19
4.9 Emergency Evacuation Drills 20
4.10 Other emergency events 20
4.10.1 Infectious Disease (e.g. meningococcal, whooping cough, measles/mumps, hepatitis) 20
4.10.2 Bad weather (storms, wind, and excessive rainfall) 20
4.10.3 Hazardous / dangerous substance (chemical) management 21
4.10.4 Illegal dumping of potentially hazardous waste 21
4.11 Site security and closure (during an emergency response event) 22
4.11.1 Responsibilities of staff working in specific areas 23
4.11.2 Workers in the Main Office Building and Lunchroom 23

4.11.3 Working in the Baling Shed 23
4.11.4 Working upstairs 23
4.11.5 Working at the Weighbridge 23
4.11.6 Working at the Transfer Station 23
4.11.7 Working Back of House or out the back 23
4.12 Re-entering a building / site area 24
5. Review and Maintenance of PIRMP 24
5.1 Incident investigation 24
5.2 Staff training 24
5.2.1 Testing of the PIRMP and other emergency evacuation procedures 24
5.2.2 Testing and Review of the PIRMP and other emergency evacuation procedures 25
6. Responsibility 26
7. References 26
8. Appendices 26
Appendix 1 - Site Plans 27
Appendix 2 - PIRMP Flowchart 33
Appendix 3 - Site Chemical Register 34
Appendix 4 - Risk assessments and actions 37
Appendix 5 - Incident Assessment Form 41
Appendix 6 - Emergency Evacuation Procedure - Evacuation 49
Appendix 7 - Emergency Evacuation Procedure - Fire 50
Appendix 8 - Fire Extinguisher Selection and Usage Chart 51
Appendix 9 - Emergency Evacuation Procedure – Bomb Threat or Suspected Explosive Device 52
Appendix 10 - Emergency Evacuation Procedure – Gas or Hazardous Material Leak or Unknown Suspicious Substance (e.g. Powder) 53
Appendix 11 - Emergency Evacuation Procedure – Civil Disturbance, Attack or Armed Threat 55
Appendix 12 - Emergency Evacuation Procedure – Personal Preparation 56
Appendix 13 - Emergency Procedure – Envenomation by Snake and Spider Bite 57

1. INTRODUCTION

Ballina Shire Council holds environmental licences for the Ballina Resource Recovery Centre, maintaining this Pollution Incident Response Management Plan (PIRMP) in accordance with the *Protection of the Environment Operations Act 1997* (the POEO Act). This document includes a Pollution Incident Response Management Plan (PIRMP) which formalises the way pollution incidents at the Ballina Resource Recovery Centre are reported, managed and communicated to the general community, internal departments and regulatory agencies.

The *Protection of the Environment Operations (POEO) Act 1997* requires licence holders to prepare and implement a pollution incident response management plan.

This document also includes other emergency evacuation procedures that meet Council's legislative responsibilities within the WHS Regulation 2017, c43 – '*Duty to prepare, maintain and implement emergency plan'.*

1.1 Scope

This management plan applies to Ballina Shire Council's Resource Recovery Centre located at 167 Southern Cross Drive, Ballina NSW 2478. Plans of the site are presented in Appendix 1.

The Ballina Resource Recovery Centre (BRRC) operates under the following two environmental protection licences (EPL).

EPL	Scheduled Activity	Fee-based activity
EPL 6350	Waste Disposal (application to land)	Waste disposal by application to land
EPL 21319	Resource Recovery	Non-thermal treatment of general waste
	Waste Processing (non-thermal treatment)	Recovery of general waste
	Waste Storage	Waste storage – other types of waste

1.2 Objectives

If a pollution incident occurs in the course operations, so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, this PIRMP must **immediately** be implemented. The objectives of this plan are to:

- ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, SafeWork 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 the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

The objective of the other potential emergency evacuation procedures are to meet WHS legislative obligations by providing procedures for the systematic management of other incident events requiring an emergency response.

1.3 Legislative requirements

The specific requirements for pollution incident response management plans are set out in Part 5.7A of the POEO Act and Protection of the Environment Operations (General) Regulation 2009.

In summary, this provision requires the following:

- All licensees must prepare a PIRMP (section 153A).
- A PIRMP must be in the form required by the regulations and must include the information detailed in the POEO Act (section 153C) and the General Regulation (clause 98C).
- Licensees must keep the PIRMP at the premises the environment protection licence relates to (section 153D), and make certain parts of the PIRMP available on a publicly accessible website of the licensee, or alternatively provide a copy upon written request (clause 98D).
- Licensees must test their PIRMP in accordance with the regulations (section 153E and clause 98E).
- Licensees must implement their PIRMP immediately if a pollution incident occurs that causes or threatens material harm to the environment (as defined in section 147) (section 153F).

Specific requirements within the WHS Act 2011 and associated WHS Regulation 2017 place an obligation on a PCBU (Person Conducting a Business or Undertaking) to prepare an emergency plan for their workplace. The PCBU must ensure that the plan:

- provides an effective response to emergencies and evacuations
- covers the notification of emergency service organisations at the earliest opportunity
- provides medical treatment and assistance
- has effective communication
- conducts testing of the emergency procedures
- provides information, training and instruction to relevant workers
- is maintained and is effective
- implemented for the workplace, and
- that it must have regard of all relevant matters including the nature; the size and location; and the number and composition of the workers and other persons at the workplace.

1.4 Definitions

Pollution incident: means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if a pollution incident causes or threatens to cause '***material harm to the environment***', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

  (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or

  (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the regulations), and

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

Chief Emergency Response Officer (ERO): A person with duties to coordinate how the emergency will be responded to. The Chief ERO has delegated powers to order persons to evacuate the worksite or building. The Chief ERO can delegate duties to be performed by other EROs or persons and will provide instructions to the Deputy ERO and other EROs in relation to the emergency response. This person may also be known as a Chief Fire Warden.

Emergency evacuation: The response to an emergency event that requires a building or work site area to be evacuated of all persons onsite due to imminent danger.

Emergency event: An unexpected occurrence that causes danger to workers at a work site e.g. fire, flood, bomb threat, natural disaster/storm, hazardous material spill/leak, unknown suspicious substance (e.g. powdery substance).

Emergency Response Officer (ERO): A person with duties to assist coordinate how the emergency will be responded to. The ERO has delegated powers to order persons to evacuate the worksite or building. The ERO can delegate duties to be performed by other persons and will provide instructions to other staff in relation to the emergency response. This person may also be known as a Fire Warden.

An ERO may not be appointed at all worksites and buildings. In this case, the most senior staff member at the site assumes the responsibility for the ERO role and will coordinate the emergency evacuation response.

The ERO (or most senior worker at the site) maintains overall authority and control of the evacuation and assembly area until relieved of that duty following handover to emergency services. Emergency services personnel will then assume control the incident.

Escape route: A pre-determined route to be taken by all workers when evacuating the building or work area.

Evacuation Assembly Area: A pre-determined area where persons evacuated from a work area are required to muster.

First Aid Officer: A person with nationally accredited training in first aid procedures and response. The first aid officer or officers are already performing the function of a first aid officer for their worksite. Not all worksites or buildings may have a designated first aid officer.

Incident Supervisor: In the event of a pollution incident, the incident supervisor will coordinate the response and notify relevant authorities. The Chief ERO and EROs will lead the response if an evacuation is required.

PCBU: Person conducting a Business or Undertaking. Formally called contractor within the WHS legislation.

WHS: Work Health and Safety

2. SITE OVERVIEW

The BRRC operates on a site 3km north of the town centre, located at 167 Southern Cross Drive, Ballina (Appendix 1).

The BRRC comprises of the following waste activities:

- a community recycling centre for temporary storage of liquid waste, restricted solid waste and hazardous waste associated with the NSW Community Recycling Centres Programme;
- a small portion of the "southern" landfill available for the disposal of putrescible and non-putrescible general solid waste. The southern landfill area contains transfer station areas for builders waste and putrescible waste for transport off-site for disposal to a licenced landfill facility.
- a processing area for the treatment of liquid waste from vacuum excavation activities;
- a closed "northern" landfill;
- leachate treatment and disposal facilities; and
- a temporary depository for other wastes processed and/or disposed of offsite, including waste tyres, green waste, cardboard and recyclables.

In addition, the following third-party operators conduct these activities on a permanent basis on-site:

- Cleanaway – drop off, storage and bulk transport of Container Deposit Scheme (CDS) material within a portion of the old baling shed and concrete yard.

Momentum Collective – reuse yard for the collection and sale of salvageable items from the BRRC. The BRRC has 14 leachate pump stations that transfer leachate to the Leachate Treatment Plant (LTP) at the site. The LTP treats approximately 150 kL of leachate daily. The treated leachate is then either discharged to sewer or used to irrigate the capped northern landfill cell.

A general site layout plan is provided in Appendix 1.

2.1.1 *Nature of wastes received*

The following wastes are permitted at the site:

- general solid waste (putrescible and non-putrescible);
- asbestos waste (not accepted at the gate but contaminated material illegally dumped may be handled on-site);
- liquid waste from vacuum excavation activities;
- hazardous, restricted and liquid wastes associated with the Community Recycling Centre (CRC) only;
- tyres;
- cardboard;
- scrap metal;
- VENM;
- green waste; and
- CDS material – glass and lights (PET bottles and cans) accepted and managed separately.

2.1.2 *Quantity of wastes received*

It is estimated that the site receives about 45,000 tonnes of waste material for disposal or recycling each year. The site is not currently landfilling onsite, so material is sorted and transported offsite for further processing, recycling or disposal.

2.1.3 Chemicals/other pollutants stored at the site

The Community Recycling Centre (CRC) is a permanent drop-off facility for the safe disposal of paint, gas bottles, household & car batteries, motor oil & other oils, fluorescent tubes & globes, x-rays, e-waste, smoke detectors and fire extinguishers. The materials dropped off are temporarily stored onsite in purpose built stillages and transported offsite to be recycled.

Other 'by-catch' chemicals received at the BRRC CRC are stored in self-bunded dangerous goods cabinets in the CRC facility. Unidentified chemicals that have been dropped off as part of this by-catch are stored in separate plastic containers and labelled accordingly as 'unknown liquid' or 'unknown powder'.

The following table summarises the estimated maximum volume of waste streams stored onsite at any one time:

Waste Stream	Stockpile volume
Putrescible waste	40 tonnes (loaded into walking floors or multi lift bins daily, no waste stored on the ground)
Inert waste/demolition waste	30 tonnes
Scrap metal (includes degassed whitegoods)	200 tonnes
Green waste	50 tonnes
Co-mingled recyclables	20 tonnes
E waste	8 tonnes
Tyres	2 tonnes
Batteries (car/truck/household)	2.5 tonnes
Waste oil	3 tonnes
CDS Lights (PET bottles and cans)	7 tonnes
CDS Glass	50 tonnes
Resale Yard – mixed salvageable items dropped at BRRC	20 tonnes
Chemical Recycling Centre (CRC)	
Water and oil-based paints	Approx. 1.5 tonnes
Gas bottles	Approx. 0.7 tonnes
Miscellaneous chemicals (aerosols, smoke detectors, assorted illegally dropped off chemicals including unidentified chemicals)	Approx. 0.5 tonnes

Other pollutants at the BRRC include:

- Leachate (Maximum storage capacity: 3,400,000 L);
- Gases (stored within the landfill);
- Small quantities of oils and fuels for operation of plant;
- Small quantities of herbicide for weed control practices around buildings.

A register of the chemicals contained onsite for use is detailed in Appendix 3 - Site Chemical Register. Additional chemicals and unknown contaminants dropped off by residents that are stored on-site as part of the CRC are not included in the Site Chemical Register.

3. POLLUTION INCIDENT NOTIFICATION PROTOCOL

The POEO Act requires the occupier of premises, the employer or any person carrying out the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened.

3.1 Council contacts

The Manager Asset Management and Resource Recovery is the primary contact point and the Incident Supervisor in the event of a pollution incident. In the absence of the Manager Asset Management and Resource Recovery, the Coordinator Resource Recovery is the secondary contact. If unavailable, the Waste Supervisor or other appropriate operator on-site at the time will act as the Incident Supervisor.

In incidents such as fire, where a full site evacuation occurs, all communications with emergency response agencies must be made through the Chief ERO. The site ERO/s will assist the Chief ERO in coordinating the emergency response.

Ballina Shire Council emergency contacts

Position	Name	Contact details
Manager Asset Management and Resource Recovery	Lloyd Isaacson	0427 963 884, 6681 0561
Coordinator Resource Recovery	Ashlee Bowen	0416 280 304, 6681 0553
Waste Supervisor	Greg Loomes	0477 808 976

If an event occurs after hours, it is most likely to be reported by a member of the public through Council's Emergency After Hours number. The after-hours service provider will ensure the matter is referred to the relevant Council staff for action.

In all situations where there is damage and/or loss to private property or an injury to a member of the public due to an incident related to this plan contact Council's Work Health & Safety Officer, Risk Management Officer or the Manager People and Culture.

Additional Ballina Shire Council contacts

Position	Contact details
WHS Coordinator – Graeme Vaughan	0409 637 904
Ballina Resource Recovery Centre	6686 1287, 0438 841 184
Council Switchboard, business hours	1300 864 444
Council Emergency After Hours	6626 6954
Manager People and Culture - Fran Summerfield	0427 487 736, 6686 1496
Director Civil Services – John Truman	0414 365 408
Risk Officer - Stuart Roach	0408 245 502, 6686 1406

3.2 Human health or safety incident

Call triple zero "000" if there is an **immediate threat** to human health or safety (try "112" if call is unsuccessful). Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

3.3 Pollution incident external notification

Council is required to report pollution incidents if there is a risk of 'material harm to the environment' immediately to the EPA, NSW Health, SafeWork NSW and Fire and Rescue NSW. 'Immediately' has its ordinary dictionary meaning of promptly and without delay.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The incident reference number provided by each agency is to be recorded. The 24-hour hotline for each authority is given when available:

External Authority		Contact Details
1	EPA Environment Line (written report to be provided within 7 days)	**131 555**
2	NSW Health (via Public Health Unit - Lismore Office)	**6620 7585.** If no answer dial 0428 882 805 after hours Environmental Health
3	SafeWork NSW	**131 050**
4	BSC Environmental Health Officer	**1300 864 444** or AH: **(02) 6626 6954**
5	Fire & Rescue NSW[1]	**1300 729 579**

1 Note: Fire and Rescue do not need to be contacted again if already contacted via 000.

In the event that a site fire or significant incident that has the potential to impact adjoining operations, the following should be contacted after calling 000.

Notifiable Parties	Contact Details
Ballina-Byron Airport Contacts	
Airport Reporting Officer	0414 482 584
Aviation Rescue Fire Service (ARRF)	6618 7710
Site Contacts	
CDS Cleanaway – Thomas Moodie (Area Manager)	0408 635 331 02 6529 0506
Salvage Shed (Momentum Collective) Adrian Wilsem (Community Support Manager)	0429 924 557 0448 137 136

Other external authorities that may be required to be contacted are detailed below.

Other External Authorities

Notifiable Parties	Contact Details
NSW DPI Fisheries	1800 043 536
Chemical supplier	Refer to the SDS
Aboriginal Land Council	6686 7055
Police	6681 8699
Rous Water	6623 3800 After hours 6626 6955
Cleanaway – CRC and chemical removal	St Mary's Depot (collections) 9851 4200, Emergency after hours 1800 774 557

3.4 Notification of Neighbours and Local Community

In the event that an incident spreads off-site, causing waterway contamination, the following list of neighbours will be contacted directly as soon as practical:

Notifiable Parties	Contact Details
NSW Shellfish Program Manager	0407 078 269
NSW Shellfish Richmond River Coordinator (updated annually) And email nswsp@foodauthority.nsw.gov.au	6686 3394
Oyster Farmers (updated annually):	
Ray Hunt (North Creek)	Home 6686 2282 Mob 0414 884 274
Geoff Lawler (North Creek)	Mob 0412 919 032 Work 6686 3394

4. POLLUTION INCIDENT RESPONSE PROCEDURES

The response actions to a pollution incident at the BRRC are divided into various phases, namely:

- Pre-emptive measures;
- Initial response following a pollution incident;
- Containment or control phase;
- Communication; and
- Review and maintenance.

4.1 Description and likelihood of hazards

The potential hazards to the environment include:

- Leachate overflow (raw or partially treated) – potentially caused by:
    - Storms (lightning/heavy rainfall/wind) causing power failure or infrastructure damage;
    - Pump blockages;
    - Infrastructure failure due to age;
    - Excessive flows;
    - Mechanical breakdown;
    - Power outage;
    - Treatment plant failure.

- Chemical spill – potentially caused by:
    - Tank/storage failure;
    - Delivery incident;
    - Damage to chemical reticulation;
    - Vandalism;
    - Inappropriate chemical use;
    - Bund failure.

- Fire either in one of the waste stockpiles, site buildings or vehicles on-site.

The potential hazards relating to safety incident events include:

- Bomb threat or suspected explosive device
- Gas or Hazardous Material Leak or unknown suspicious substance (e.g. powder)
- Civil disturbance, Attack or Armed Threat
- Envenomation by snake and Spider bite
- Infectious and non-infectious disease (e.g. tetanus)
- Bad weather (storm, wind and excessive rainfall)

A detailed risk assessment, along with pre-emptive control measures is provided in Appendix 4.

4.2 Pre-emptive measures

The first priority is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers should be installed to prevent pollutants from entering the environment such as bunding and spill drainage containment.

At BRRC, chemical storages are bunded to ensure that if the storage fails the pollutant is contained.

4.2.1 *Leachate system and operational - preventative monitoring and maintenance*

Ballina Shire Council uses monitoring and preventative maintenance to reduce the potential for incidents at both the leachate treatment plant (LTP) and the deleaching wells. The northern landfill deleaching wells have a high-level alarm system to alert operators of high level conditions that may result in incidents.

In the event that these systems fail, wells have the ability to be isolated to prevent further spillages. Preventative monitoring and maintenance tasks are carried out on an ongoing basis using the following forms:

- Daily Landfill checklist log – F301
- Leachate system inspection record – F302
- Leachate system repair sheet – F203

Council uses a number of methods to mitigate the risk of leachate overflow. These include:

- scheduled maintenance of existing assets
- SMS monitoring of leachate pumping stations
- continuous improvement of leachate and landfill system operations
- emergency response procedure to power failures.

4.2.2 *Emergency equipment*

Hazard cones, mesh bunting and danger tape are available on-site to assist in delineating an incident area. Emergency assembly signage is erected. The emergency assembly location is located in the car park adjacent to the office and staff amenities (refer to Figure 2).

4.2.3 *Communication*

Two-way radios are used by all staff on-site (Site Channel 14) and all staff also carry mobile phones (work or personal), thereby ensuring all staff are contactable. After hours, the Coordinator Resource Recovery will be contacted.

4.2.4 *Traffic control*

All traffic entering and leaving the site is controlled via the weighbridge. This entry and departure process allows all vehicles to be recorded using their number plates. In the event of an incident or emergency, a list of vehicles on the site can be generated to allow for cross checking of individuals on the site and their evacuation (if required). In the event that an incident has caused or occurred during a power failure, the weighbridge has a back-up generator.

Council staff are responsible for the evacuation of the public in a safe and co-ordinated manner should an emergency evacuation be required.

4.2.5 *Fire risk management*

In order to reduce the fire hazard for the site, stockpiles sizes are managed by loading and transporting waste off-site on a daily basis. Hazardous and flammable material are diverted to the Community Recycling Station at the Transfer Station where they are appropriately stored.

All staff are to be made aware of the relevant part of Standards for Bush Fire Protection Measures for Special Fire Protection Purpose Developments

(https://www.rfs.nsw.gov.au/__data/assets/pdf_file/0005/130667/Planning-for-Bush-Fire-Protection-2019.pdf) and AS 3745-2010 Planning for emergencies in facilities.

The internal road system is kept clear at all times for evacuations and emergency vehicle access.

4.2.6 *Safety equipment*

A summary of the site safety equipment is provided in the following table.

Type	Use	Location
Personal Protective Equipment (PPE) including but not limited to: • ear/hearing protection • sunscreen, hat • disposable overalls • rubber gloves • goggles • steel capped boots/gumboots • P2 respirator	Personal protection against fumes, smoke, noise, eye irritations, skin irritations	Office, Weighbridge, Leachate Treatment Plant & CRC shed
First Aid & Snake Bite Kits	Treating injuries	All buildings, plant and vehicles have first aid kits and snake bite kits.
Spill Kit	Clean up of liquid spills (e.g. fuels, oils, chemicals)	CRC shed & baling shed
Water Trailer	Suppress dust, combating fires (when appropriate)	Within Resource Recovery Site
Fire Extinguishers	Combating fires	Office, weighbridge, lunch room, all plant, transfer station area, CRC shed, baling shed (refer to Figures 3 to 5), metal stockpile, green waste stockpile, builders waste stockpile, leachate and recycling dome.
Emergency Showers	Chemical spills, eye irritations, skin irritations	Transfer station area, CRC shed, office, baling shed (refer to Figures 3 and 4)
Safety Data Sheet's (SDS)	Reference material for chemical spills	Hardcopy available at the office & CRC shed. Online copies available in the ChemAlert system.
Egress nets	For use as an aid to exit the ponds in the event that an animal or person falls in.	Stormwater ponds, leachate ponds

4.3 Actions to be taken immediately after a pollution incident

4.3.1 *Initial response phase*

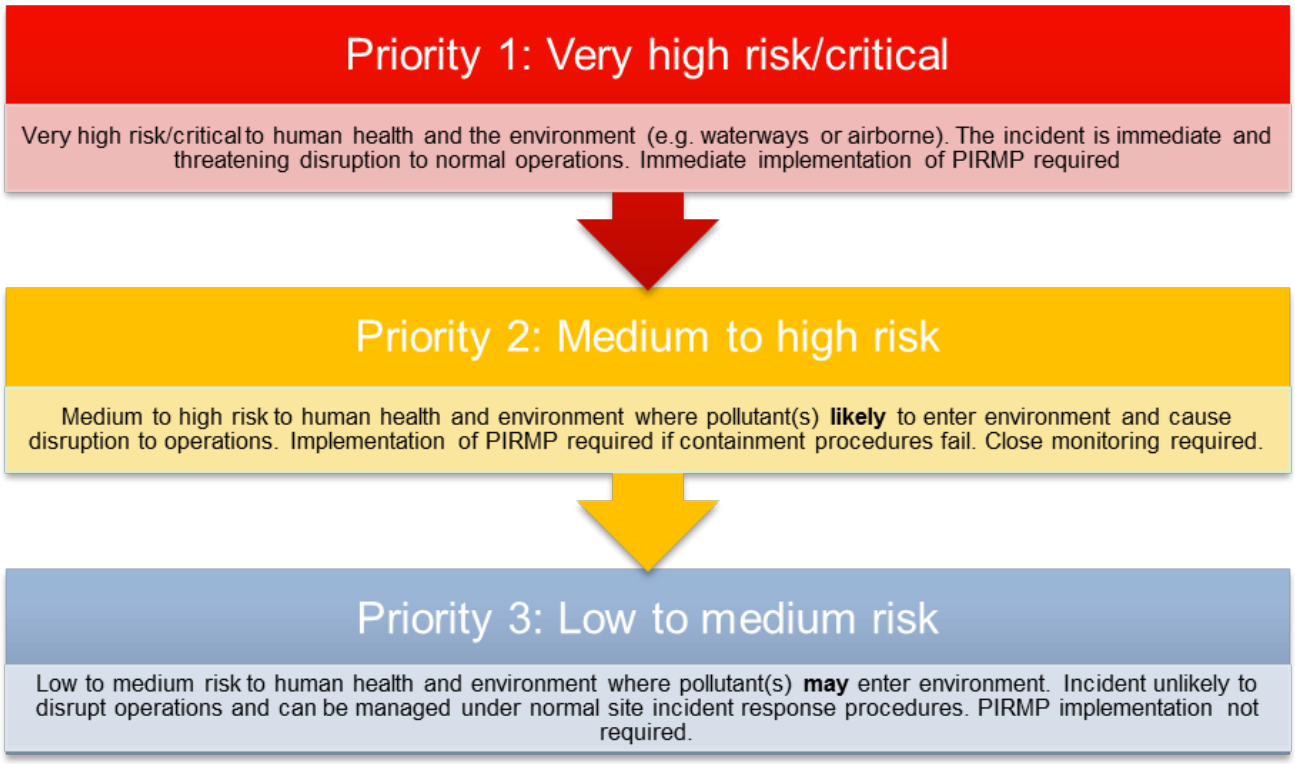
Council staff and contractors at the BRRC responding to the incident shall determine the type of incident. Individuals first at the scene are to report the pollution incident to the Manager Asset Management and Resource Recovery, Coordinator Resource Recovery or Waste Supervisor (whichever is contactable) to act as the Incident Supervisor.

The Incident Supervisor will attend the scene to make an immediate initial visual assessment of the incident scene that will determine the actions to be implemented. In the event that the Manager Asset Management and Resource Recovery, Coordinator Resource Recovery or the Waste Supervisor are not available, the ERO or appropriate Operator on-site at the time of incident will be authorised to make this assessment.

The assessment will be directed to:

- saving lives;
- attending to any injured persons;
- preventing or extinguishing fires;
- identifying additional hazards;
- determining the actions necessary to prevent further threat to human life, property or environment;
- calling for appropriate help (i.e. Emergency services, Council, EPA, NSW Health, SafeWork, Fire and Rescue) – refer Section 3.2 for details.
- isolating the area of the BRRC and having incoming customers redirected if the incident is minor and contained; or
- closing the whole of site where it is no longer safe.

In the event of a pollution incident, the Incident Supervisor will assess the situation against the following risk priority assessment to determine actions to be taken including the need to evacuate the site if required. If an evacuation is required, the Chief ERO is responsible for coordinating the evacuation.



If the PIRMP is implemented, the Incident Supervisor must complete an Incident Assessment Checklist (Appendix 5) as soon as practical. This is to be used to assist in assessing the situation and to record necessary information to be provided to the EPA and other authorities.

4.3.2 *Site security and closure*

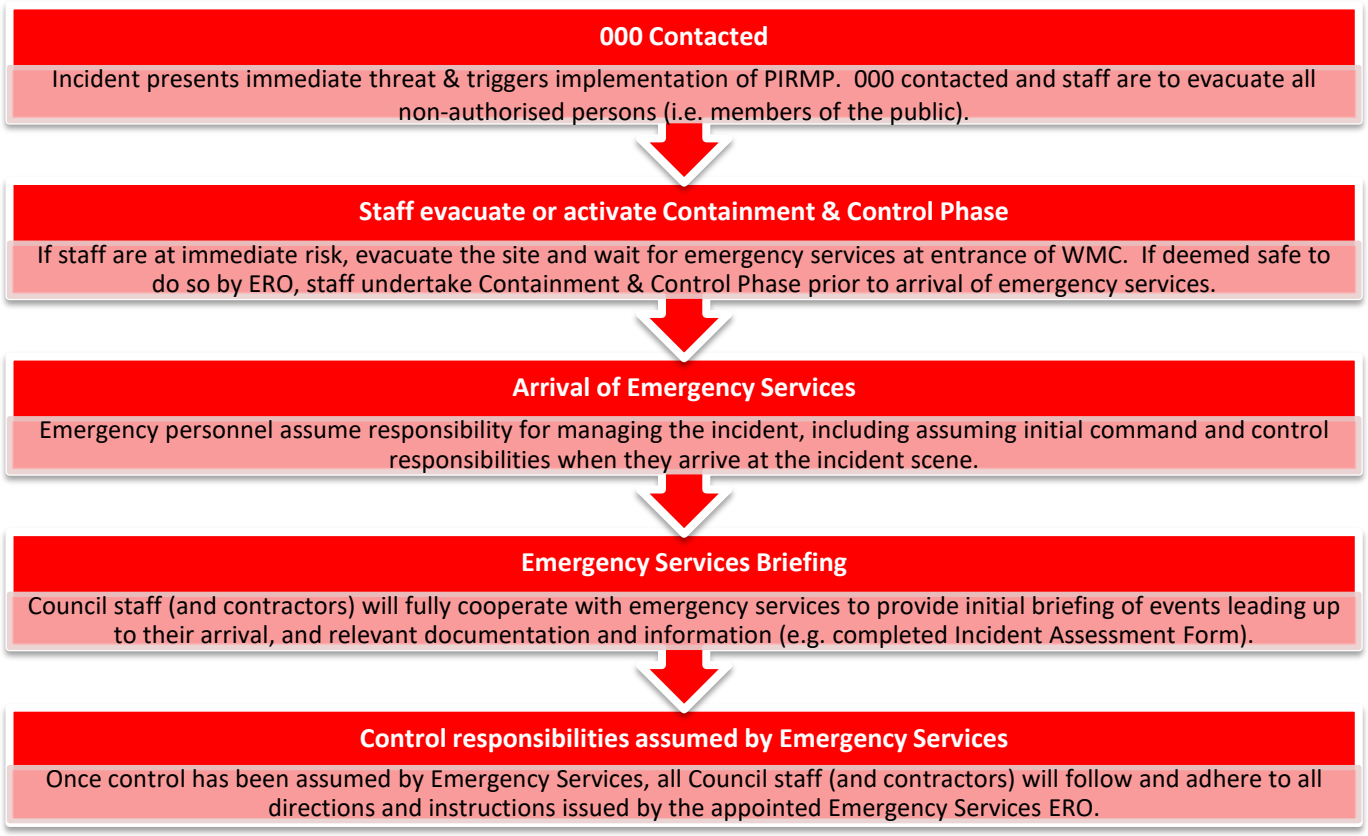
In the event of an incident requiring site closure, the Chief ERO must ensure the BRRC is closed to inward customers. The BRRC has one access / entry point off Southern Cross Drive. This is also the entry that would be used by emergency services in responding to an incident.

Outward customers can be allowed to leave however this is extremely dependant on the location of the incident i.e. if there was a fire in the green waste area 'down the back' then customers exiting the transfer station could leave. No new customers would be permitted to enter the BRRC site however until the all clear has been given by attending emergency personnel.
Further to this, the outward lane or weighbridge may be required to be used by emergency services to access the BRRC. It is important that one or both of these access lanes are free of obstruction (e.g. other vehicles).

The Chief ERO should assign a staff member to the BRRC entrance gates to meet and give direction to approaching emergency service vehicles, directing them to the outward traffic lane or weighbridge to access the site.

If an event (e.g. fire) was located in the office or transfer station locations, then customers already using the 'down the back' areas must remain in this location and be prevented from exiting the BRRC site as this would require them to travel between the office and transfer station areas. A BRRC staff member can be positioned on the dirt road near the back of house shelter, to stop exiting vehicles and to remain on the hill until the event is deemed safe by emergency services.

4.3.3 *Emergency services response phase*

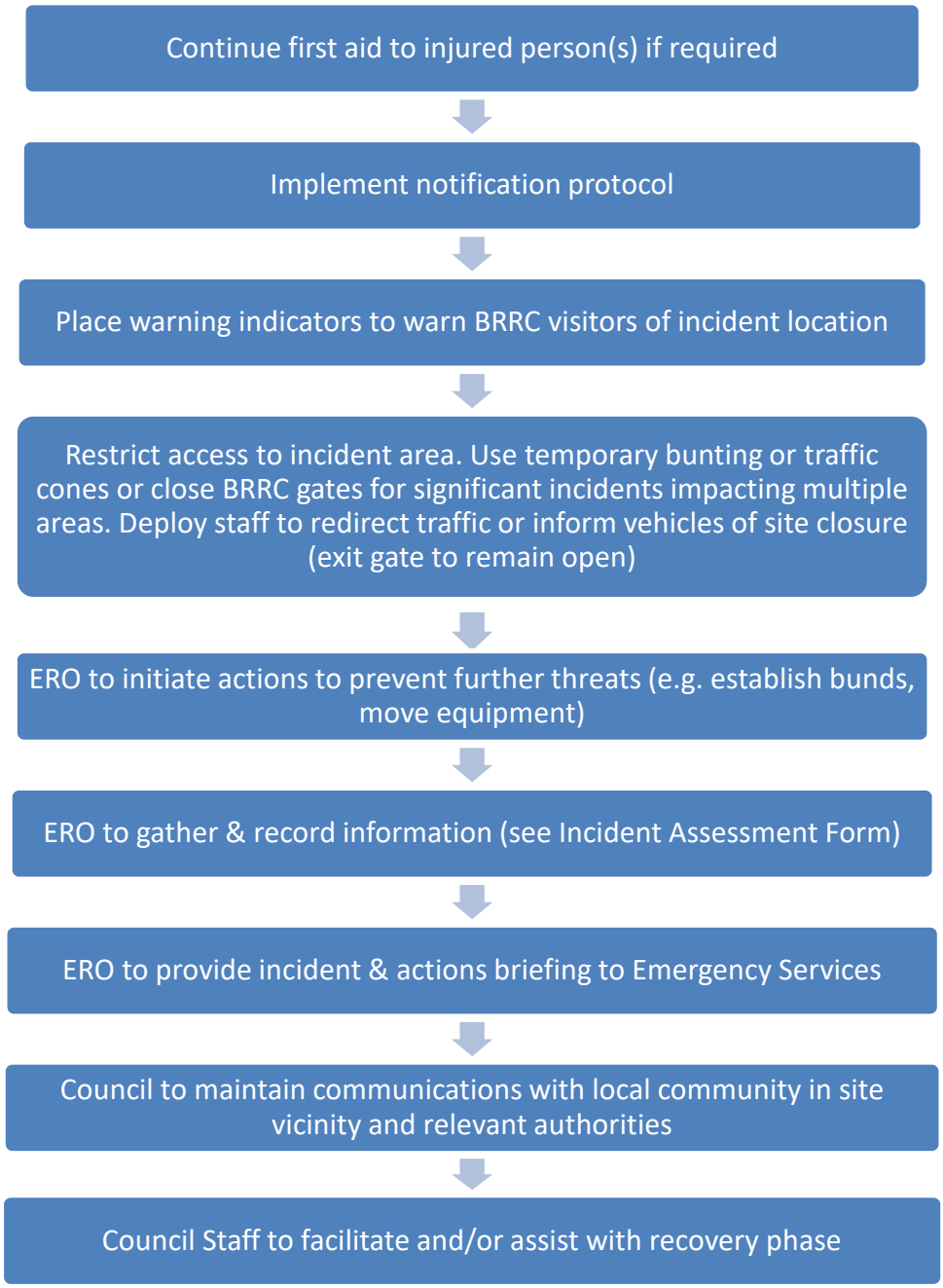


4.3.4 *Containment and control phase*

Following completion of the initial incident assessment and prior to arrival of emergency services (if contacted), additional resources and actions should be directed towards the containment and control phase.

The incident response required depends on the type of incident that has occurred. The following is a list of procedures to be implemented in the event of a related incident:

- Leachate Alarm Response Procedure – P301 (CM# 15/41170)
- Surface Water Discharge from Irrigation Procedure – P306 (CM# 15/41349)
- Recording of Environmental Complaints Procedure – P101 (CM# 15/38800)



4.3.5 *Recovery phase*

The recovery phase will focus on:

- Collecting and managing spilt materials, damaged plant and equipment and/or any contaminated items and disposing of appropriately, e.g. PPE items, spill kit consumables etc.;
- Re-establishing normal operational activities and re-opening all areas of the site;
- Undertaking formal staff debriefing;
- Restocking of resources as required (e.g. spill kit consumables).

4.4 Community Notification

In the event of a pollution incident, the local community will be notified on a case-by-case basis in consultation with regulatory authorities and emergency personnel. The contact details of relevant neighbours are provided in Section 3.4.

Council will provide notification and communication during and after an incident to advise those affected with information, advice and updates. Notification and communication methods will be determined on a case-by-case basis considering the nature and severity of the incident and the following methods may be used:

- Phone calls
- Media releases (radio/television/newspaper/internet as required)
- Site visits/door knocking
- Letter drops
- Warning signs
- Other methods as the situation requires

Notification advice will include the nature of the incident, the expected duration and how to prepare and respond to the incident, along with a primary contact at Council as the incident progresses. The local community will be regularly updated throughout the course of the pollution incident and notified once the incident has ceased and clean-up completed.

4.4.1 *Leachate Incidents*

Impacts on the community due to leachate distribution and treatment incidents are variable and depend on location, volumes of spills or other factors.

Communication methods will be used on a case-by-case basis and Council will provide early warning to directly affected premises (either upstream or downstream depending on tidal impacts where relevant), either by phone call or site visit. Early warning is to include details of the specific incident, how those affected can prepare and respond, and provide important advice such as avoiding contact and use of affected waterways.

In the event of a chemical or leachate spill into stormwater or waterway, Council staff will go to prominent and/or high use areas of the affected waterway and erect signage to warn water users of the potential contamination and advise them to avoid activities such as swimming, fishing, shellfish collection and boating until contamination has cleared.

In the event of a leachate spill, external authorities provided in Section 3.2 will be notified, along with the relevant neighbours detailed in Section 3.4. Additionally, if the event occurred or was occurring during dry weather, Council staff will attend popular sites including but not limited to North Creek, The Serpentine, and Missingham Bridge and advise users directly.

Contaminated land is to be treated, contained leachate or chemicals pumped out and monitored until background levels are reached.

Regular communication and notification is to be provided until the incident and clean-up of impacted site and affected areas has been complete (e.g. surface waters have returned to background levels). Ballina Shire Council will take signs down and advise the public that regular activities can be resumed through the following communication methods:

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Letter drops
- Other methods as the situation requires

4.4.2 *Fire Incidents*

Fire incidents can potentially occur at the BRRC within waste stockpiles or within a building/s on site. If a fire occurs within a waste stockpile it should be contained as quickly as possible using the following steps when it is safe to do so:

- Site loader to be used to isolate burning waste from the rest of the waste stockpile.
- Water trailer used as a first point of call for fire-fighting on-site. Where safe, the loader should be used to spread the burning waste while the water trailer douses the loader and the waste.
- Where the fire is deemed too large for site plant to manage, 000 should be called immediately and the airport fire brigade notified to assist if possible.
- In the event of prevailing wind directions blowing smoke towards the airport, the airport reporting officer must be notified (refer to Section 3.2).

If a fire occurs within a building/s the Chief ERO, EROs and the Incident Supervisor must ensure the safety of workers and the general public on site during the evacuation process.

4.5 Key Site Personnel, ERO's and Site Supervisor

In meeting WHS legislation, nominated staff will be trained as EROs to manage an emergency response within the BRRC. A Chief ERO can be nominated from EROs or the Incident Supervisor can oversee and coordinate an emergency evacuation.

The Chief ERO, EROs or the Incident Supervisor must take notice of instructions given by the Emergency Service Personnel during an emergency situation. All EROs will wear a red vest with yellow stripes. The Chief ERO will wear a white hard hat while other EROs will wear a red hard hat.

Key Site Personnel, Fire Fighting Equipment Details and Emergency Location

Emergency Response Officers	Chief ERO	Weighbridge Officer
	Chief ERO	Weighbridge/Waste Management Officer
	ERO	Administration and Customer Service Officer
	ERO	Waste Site Supervisor
	NOTE: in the event of an emergency, the Chief ERO becomes the responsibility of the weighbridge staff member that is rostered on that day.	
First Aid Officer/s	Weighbridge staff	

First Aid Kit Location/s	All site plant, vehicles and buildings.
Location of AED	Site office corridor – inside of main entry.
Fire Fighting Equipment Location/s – type	There are numerous fire-fighting equipment (i.e. extinguishers, blankets and hose reels) located around the BRRC. Evacuation floor maps indicate the location and type of fire equipment within the BRRC.
The Evacuation Assembly Area(s)	The primary Emergency Assembly Area is located adjacent to the front entrance gate (see Emergency Evacuation Diagram Appendix 1). An alternative Emergency Assembly Area is located at the back of house shelter near the builders waste, which may be used if the incident is preventing customers from leaving the site via normal routes safely.

Note: An Emergency Response Officer's (EROs) Flyer Sheet must be displayed on the WHS notice board or in a prominent staff visual area/s.

The Chief ERO will, as part of his / her duties, and where safe to do so:

- sound the emergency alarm
- determine if the whole BRRC site needs to be evacuated or what sections need to be and advise other workers via 2 way/UHF radio (Channel 14) of the incident and to evacuate or remain in their current locations
- check all persons are clear of the office building and upstairs training room
- give a situation report on the welfare of persons involved
- supervise the Assembly Area
- instruct a site First Aid Officer to collect a first aid kit to be taken to the assembly area.
- for other duties, see below.

The Chief ERO (with help from the EROs and Incident Supervisor) will coordinate and delegate to other site staff where necessary to fulfil emergency requirements during the evacuation process. **These duties are only to be fulfilled where it is safe to do so.**

This includes, but is not limited to;

- Collection of staff, contractor and visitor sign in book(s) or sheet(s)
- Search building/public access areas
- Secure doors and windows
- Contacting emergency services on 000 or 112 (from mobiles)
- Collection of first aid kit
- Other duties that may be required to be undertaken as the need/work site requires

The route to the Emergency Assembly Area/s will be shown on all site evacuation plans.

When delegating duties, the Chief ERO needs to ensure that a sweep of all site buildings takes place as part of workers exiting a building or site. The checking of toilets, meeting rooms, kitchens, and storage locations must be included in a building sweep. The sweep of the building can be undertaken by EROs or

to other delegated staff. Special attention to persons inside a building or the site with obvious disabilities e.g. wheelchair bound, visual impairment (walking cane or Seeing Eye dog) may need to have assistance in the evacuation process. This can be done by site staff or by another person at the building or site can be asked to assist. Effectively, a person with special needs should be attended to at all times by the person they are meeting with/visiting on site and that person is responsible for the evacuation of the person unless it is the Chief ERO who would then delegate to another person whilst they facilitate the evacuation response.

Mobile phone communications must be possible so that emergency services can be contacted from outside a building or from the assembly area after the evacuation has occurred (if contact has not already been made).

The Incident Supervisor (or Chief ERO) may make a decision to attempt to fight the fire using the fire equipment on site. This can be delegated to other staff providing they have undergone fire equipment use training, whilst the Chief ERO maintains supervision of the evacuation process. If the fire is considered too large to fight, then an immediate evacuation must occur. Irrespective of an attempt to fight the fire, all persons inside a building and on the site are to be evacuated and emergency services contacted. Once the Chief ERO is aware of the event, they will assume full control of the situation and will provide any further direction to staff.

4.6 Site Evacuation Alarm

The site evacuation alarm will consist of X3 blasts of the portable air horns, that are located in the weighbridge. The Chief EROs and EROs are responsible for ensuring the air horns are in working order (i.e. has sufficient gas, alarm button does not jam/stick) by conducting regular tests. The air horns should be replaced when there is reason to consider it no longer ‘fit for purpose’ or unusable. Weighbridge staff can also talk over the loud speaker, which is a communication method with the transfer station.

There is no alarm at the back of house stockpiles, so EROs must ensure that the area is swept when an evacuation of the site is ordered.

4.7 Site Evacuation Assembly Area

Upon arrival at the assembly area, a designated ERO is to undertake a roll call using the site sign in book/ sheets. All staff, contractors and visitors must be accounted for. Where a person(s) is/ are absent at the assembly area, conduct a review of other workers to identify the last known whereabouts and/ or sighting of the person(s).

Contact should be attempted by telephone (where it is known the person has a phone) or ONLY where safe to do, a designated ERO may attempt to locate the person. Under no circumstances should re-entry to a building on fire be attempted.

Emergency services are to be notified of the missing person either during the initial 000 phone call or upon their arrival to the site.

First aid officers (where designated at the site) can provide first aid assistance where necessary.

4.8 Emergency Response Kit

All items required for an emergency response are located in the site weighbridge. The following list provides a basic outline of items that should be available if an emergency and/or evacuation need was necessary.

- ERO hard hat and vest (ERO specific colours = RED)
- First aid kit
- Telephone (mobile) for communication purposes
- Contact phone numbers for key Council personnel to be notified of an event (if not stored already as a contact in a site Council issued phone)
- Spare set of keys for accessing external areas requiring checking as part of the evacuation process

The site should conduct period checks of the kit to ensure all items are available.

4.9 Emergency Evacuation Drills

Drills are to be conducted at least annually with a detailed record of the drill taken and noted on the Emergency Evacuation Drill - Observer Report (which is available on the Infonet under Forms, WHS Forms). The Chief ERO is to coordinate the drill. Assistance from Council's WHS Officer is recommended to assist with the process.

An annual meeting is to be coordinated by the Coordinator and include all relevant staff to discuss evacuation procedures and strategies. It is expected that possible roles and responsibilities for each staff member should be discussed, reviewed and confirmed. Ideally the meeting could be conducted following an evacuation drill when a drill debrief is held. It is important that other staff know what their role may be in an emergency response event and pre-planning of this is essential to a quick and coordinated evacuation of the site. The WHS Officer is available to attend and provide assistance if necessary.

4.10 Other emergency events

4.10.1 *Infectious Disease (e.g. meningococcal, whooping cough, measles/mumps, hepatitis)*

In the event of becoming aware of a possible infectious disease, the Manager People and Culture will contact the Manager Environmental and Public Health for guidance and direction.

The site is to be locked down and isolated preventing entry or exit by any person until a full clearance is provided by Council's Environmental Health section or NSW Health. Staff are to follow all directions given by Council's Environmental Health staff or NSW Health.

Upon a clearance being given the site can be exited or entered.

4.10.2 *Bad weather (storms, wind, and excessive rainfall)*

The BRRC operations may be subject to disruption from severe weather events which may cause the facility operation to be disrupted. Examples of disruption could be caused by:

- flooding
- building damage

The BRRC will be the responsible section for preparing and providing emergency response procedures for these situations. If severe weather events are forecast, facility staff in conjunction with management must review operations and take appropriate actions based on the response procedures. Contact with LEMO (Local Emergency Management Officer) may be necessary if a large-scale response is a possibility.

Early preparation to evacuate the site of staff, contractors, visitors and customers and to prepare the site for excess liquid inflows is a critical component of managing an event like this.

4.10.3 *Hazardous / dangerous substance (chemical) management*

The BRRC has hazardous and dangerous goods (chemicals) stored on site that can have negative reactions causing fire, explosion and toxic gas release if full storage and compatibility requirements are not followed. The individual product SDS's must be followed to their full description. A storage incompatibility report obtained from ChemAlert must be held at the Office for the site which will detail the storage and incompatibility requirements. Where fire, explosion or toxic gas release occurs, procedures contained in Appendix 10 are to be followed.

Adequate bunding arrangements must be present and used to prevent accidental leaks making contact with other chemicals. ALL chemicals on site must be adequately bunded.

It is critical that effective spill containment measures are available to be used immediately if a spill occurs. Spill containment measures need to be sufficient to cater for the volume of road transport bulk tanker deliveries. Consultation with the road transport company must identify their methods of spill containment and emergency response should the need arise. It is the responsibility of site staff to ensure bulk deliveries occur in as a risk-free method as possible and that adequate processes are in place to effectively control and management bulk delivery spills.

An emergency information manifest box is located at the front entrance to the site and is accessible by emergency services from outside site. The emergency information includes:

- Emergency site contacts
- Site information
- ChemAlert Stock Inventory (by location)
- Map – chemical storage locations
- Generalised safety data sheets for the CRC chemicals

The manifest box is locked, and a key is kept in the weighbridge (on the emergency information clipboard) for the Chief ERO if site evacuation is required.

Appropriate hazardous placard signs must be affixed to visible chemical locations where WHS Regulations prescribe and a HAZCHEM sign must be located upon entry to the facility. The WHS Officer can assist with determining placarding and manifest.

4.10.4 *Illegal dumping of potentially hazardous waste*

Whilst considered unlikely, hazardous waste may be illegally dumped at the BRRC if it is not disclosed or detected upon site entry over the weighbridge. This can occur if hazardous waste is purposely not disclosed or may be hidden amongst other waste material.

Example of hazardous waste that may be dumped at the BRRC include, however is not limited to:

- clinical waste (e.g. biological containing viruses)
- ignitable, corrosive, reactive or toxic waste
- radioactive waste
- explosive ammunition / live ordnance
- explosive flares
- cylinders containing gases (e.g. BBQ gas bottle, oxygen) not correctly dropped off at the Community Recycling Centre Transfer Station
- friable and non-friable asbestos

The site Manager or Coordinator must assess where possible the nature of the hazardous waste material and determine the most appropriate response to the type of material. Where the waste cannot be determined, the waste must be considered hazardous and an appropriate response commenced.

An appropriate response can be deemed to be:

- contact Emergency Services, Council's Manager People and Culture, Council's WHS Officer, Council's Manager Environmental and Public Health, Council's Manager Asset Management and Resource Recovery advising of the type of material waste (if known). The respective Council staff will contact other regulatory bodies where required
- immediate isolation of the area of the dump. As large an isolation zone as possible should be maintained
- erect barricades to prevent BRRC traffic and people entering the isolation zone
- depending on the nature of the material, consider closing the BRRC site by locking the front gates and attempt to remove all customers from the site. Prohibit re-entry
- for possible large volumes of asbestos waste, arrange water facilities to keep waste wet until appropriate removal arrangements are made either internally or via a PCBU. Until such time as this is arranged, all staff must remain well away from the asbestos material. If wind has the potential to blow asbestos dust/fibres in the direction of other persons on the site, these persons must be removed from the site and consideration to closing the BRRC.

Where any doubt exists as to the nature of an illegal dump, the waste must be treated as hazardous and the above response actions implemented.

4.11 Site security and closure (during an emergency response event)

In the event of an incident requiring an emergency response (attendance of emergency services), the Chief ERO must ensure the BRRC is closed to inward customers. The BRRC has one access / entry point off Southern Cross Drive. This is also the entry that would be used by emergency services in responding to an incident.

Outward customers can be allowed to leave however this is extremely dependant on the location of the incident i.e. if there was a fire in the green waste area 'down the back' then customers exiting the transfer station could leave. No new customers would be permitted to enter the BRRC site until the all clear has been given by attending emergency personnel.

Further to this, the outward side lane or weighbridge lane may be required to be used by emergency services to access the BRRC. It is important that one or both of these access lanes are free of obstruction (e.g. other vehicles).

The Chief ERO should assign a staff member to the BRRC entrance gates to meet and give direction to approaching emergency service vehicles, directing them to the outward traffic lane or weighbridge to access the site.

If an event (e.g. fire) was located in the office, weighbridge or transfer station locations, then customers already using the 'down the back' areas must be prevented from exiting the BRRC site as this would require them to travel between the office and transfer station areas. A BRRC staff member located at Back of House can be positioned near the builders waste/leachate shed to warn exiting vehicles to remain out the back until the event is deemed safe by emergency services.

If a member of the public refuses to abide by the staff members request and attempts to leave the site, the staff member can only suggest they not do this however they should not argue or restrain a person from leaving. Once the site has been deemed safe by emergency services and relevant staff have been notified of the all-clear by the ERO / Incident Supervisor, they can inform the public that they are able to exit the site.

4.11.1 *Responsibilities of staff working in specific areas*

The below responsibilities relate to staff working in the actual location mentioned and not to a specific person. All BRRC staff must be familiar with the requirements of each location due to the likelihood of them working in multiple areas from time to time.

If a fire is small and considered manageable then an attempt to fight the fire with immediate onsite fire equipment should be made. Where this is not considered safe, then an emergency evacuation response should be implemented.

If the main office building or the weighbridge is the site of the evacuation cause, then workers should evacuate to an alternative location set out by the Chief ERO.

4.11.2 *Workers in the Main Office Building and Lunchroom*

Staff working from or located in the main office area, upon notification of an evacuation need to notify other persons in the vicinity, and to vacate to the primary Evacuation Assembly Area.

4.11.3 *Working in the Baling Shed*

Staff working from or located in the baling shed, upon notification of an evacuation need to notify other persons in the vicinity (eg, Cleanaway and other contractors), and to vacate to the primary Evacuation Assembly Area.

4.11.4 *Working upstairs*

Staff working from or located in the upstairs offices and the meeting room, upon notification of an evacuation need to notify other persons in the vicinity, and to vacate to the primary Evacuation Assembly Area via the stairs or ramp.

4.11.5 *Working at the Weighbridge*

The weighbridge staff are the Chief EROs and first aid officers in an emergency. The responsibilities of the Chief ERO are outlined in section 4.5 of this document.

4.11.6 *Working at the Transfer Station*

Staff working at the transfer station will need to coordinate the evacuation of the public from the transfer station to the emergency Evacuation Assembly Area. Depending on the reason for an emergency response, vehicles may be able to leave the area however staff should request members of the public to leave their vehicles and walk to the Evacuation Assembly Area.

4.11.7 *Working Back of House or out the back.*

Staff working in the “down the back’ area (e.g. green waste, concrete and demolition waste, scrap metal, leachate shed etc) will need to coordinate the evacuation of the public from the stockpiles to the emergency Evacuation Assembly Area. The Chief ERO may delegate an alternative evacuation assembly area (at the back of house shelter) due to the danger being present at the transfer station, weighbridge or site office, and this will be communicated to the waste management officers via channel 14.

If this occurs, the waste management staff located out the back must urge site visitors to the new designated area. A staff member may be delegated to use a vehicle or plant to block off the road to the weighbridge, and provide verbal instructions to approaching members of the public and advise that an ‘incident’ has occurred and request the public to remain in the immediate area.

4.12 Re-entering a building / site area

Do not re-enter any building or work area for any reason until clearly directed by the Emergency Service in authority that it is safe to do so.

5. REVIEW AND MAINTENANCE OF PIRMP

5.1 Incident investigation

All emergencies must be investigated. For all other incidents, the manager (with guidance from review personnel) will decide whether an incident investigation will be conducted. When an incident investigation is required, the Manager Asset Management and Resource Recovery is responsible for:

- forming the investigation team; and
- co-ordinating the investigation.

A de-brief is to be conducted for all emergency incidents. However, the responsible manager may also initiate de-briefs for other incidents where they feel it is appropriate.

Records must be kept of all incidents.

5.2 Staff training

All staff required to implement this PIRMP and other emergency evacuation procedures must have training in its use and be inducted into it. This is to ensure they are aware of the content, processes and requirements of this PIRMP and other emergency evacuation procedures and can competently implement it if necessary.

The objectives of training will ensure that staff understand:

- the pollution incident and other emergency evacuation procedures and their roles and responsibilities
- how to activate them in a pollution incident and other emergency evacuation situations
- the role of multi-agency teams, how to support each other, mobilise and work together to resolve the pollution incident or other emergency evacuation situation.

Training will include contractors if necessary. Most contractors will not require training as the majority are only on-site occasionally.

Additionally, relevant staff will be involved in an annual exercise/drill to test the implementation of the plan. In the event of a significant incident, an investigation and debrief will be conducted, documentation updated (if required) and staff will be re-inducted.

Records must be kept of all staff training.

5.2.1 *Testing of the PIRMP and other emergency evacuation procedures*

The PIRMP and other emergency evacuation procedures must be tested annually. Testing is by way of desktop simulations and practical exercises and drills. The PIRMP and other emergency evacuation procedures will also be tested within one month following any pollution incident occurring.

Records are maintained of all tests, exercises and drills.

5.2.2 *Testing and Review of the PIRMP and other emergency evacuation procedures*

The PIRMP and other emergency evacuation procedures is to be reviewed by Council annually in conjunction with the aforementioned training and testing components. The PIRMP and other emergency evacuation procedures will be updated as required.

The below table provides details of testing carried out on the PIRMP.

Pollution Incident Response Management Plan Test Records

Test Date	Performed By	Details of test and findings (CM Reference)
2/12/2015	Jenny Hellyer Coordinator Waste Management	15/85523
12/08/2016	Jenny Hellyer Coordinator Waste Management	16/66510
15/09/2016	Jenny Hellyer Coordinator Waste Management	Desktop review – CM 16/73253
1/02/2017	Jenny Hellyer Coordinator Waste Management	17/7757
31/07/2017	Russell Chaplin Coordinator Waste Management	19/4047
29/01/2018	Thomas Lees Treatment Plants Process Engineer	19/4050
17/01/2019	Christine Pitman Strategic Waste Officer	19/39191
23/09/2019	Tshinta O'Dwyer Team Leader Waste	Desktop review – update of contacts, pollution inventory.
27/05/2020	Tshinta O'Dwyer Team Leader Waste Greg Loomes Waste Supervisor	Simulation of leachate spill at the motherwell where leachate flowed onto part of the access road to the transfer station and off-site to neighbouring drainage channel.
17/05/2023	Ashlee Bowen Coordinator Resource Recovery Greg Loomes Waste Supervisor	24/23399 Simulation and evacuation drill due to garbage truck fire near recycling dome.
22/05/2024	Ashlee Bowen Coordinator Resource Recovery	Simulation and evacuation drill due to lithium battery stillage fire at the transfer station.

6. RESPONSIBILITY

The Manager Asset Management and Resource Recovery is responsible for the implementation of this management plan.

7. REFERENCES

- EPA NSW (2020) *Environmental Guidelines: Preparation of pollution incident response management plans*
- Local Government Act 1993
- Protection of the Environment Operations Act (1997)
- Protection of the Environment Operations (General) Regulation (2009)
- Public Health Act 2010
- WHS Act 2011
- WHS Regulation 2017

8. APPENDICES

- Appendix 1 - Site Plans
- Appendix 2 - PIRMP Flowchart
- Appendix 3 - Site Chemical Register
- Appendix 4 - Risk assessments and actions
- Appendix 5 - Incident Assessment Form
- Appendix 6 – Emergency Evacuation Procedure – Evacuation
- Appendix 7 – Emergency Evacuation Procedure – Fire
- Appendix 8 – Fire Extinguisher Selection and Usage Chart
- Appendix 9 – Emergency Evacuation Procedure – Bomb Threat or Suspected Explosive Device
- Appendix 10 – Emergency Evacuation Procedure – Gas or Hazardous Material Leak or Unknown Suspicious Substance (e.g. Powder)
- Appendix 11 – Emergency Evacuation Procedure – Personal Protection
- Appendix 12 – Emergency Response Officers (EROs) – Sample only
- Appendix 13 – Emergency Procedure – Envenomation by Snake and Spider Bite

Appendix 1 - Site Plans

Ballina Resource Recovery Centre

Figure 1: Site Location

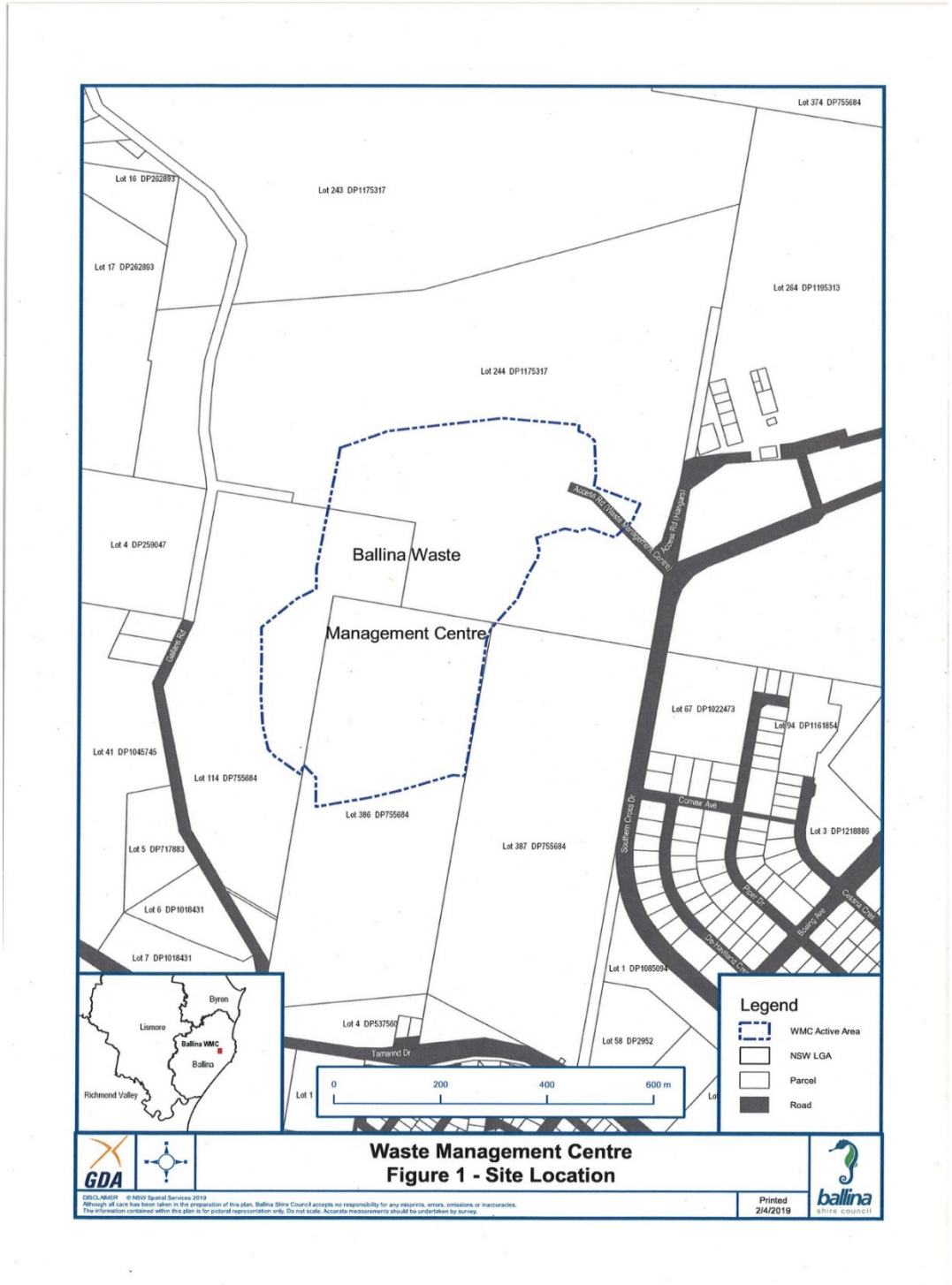


Figure 2: Surrounding area including nearest waterways

Figure 3: Location of Potential Pollutants (leachate and stockpiles)

Figure 4: Evacuation Diagram - ground floor baling shed and amenities

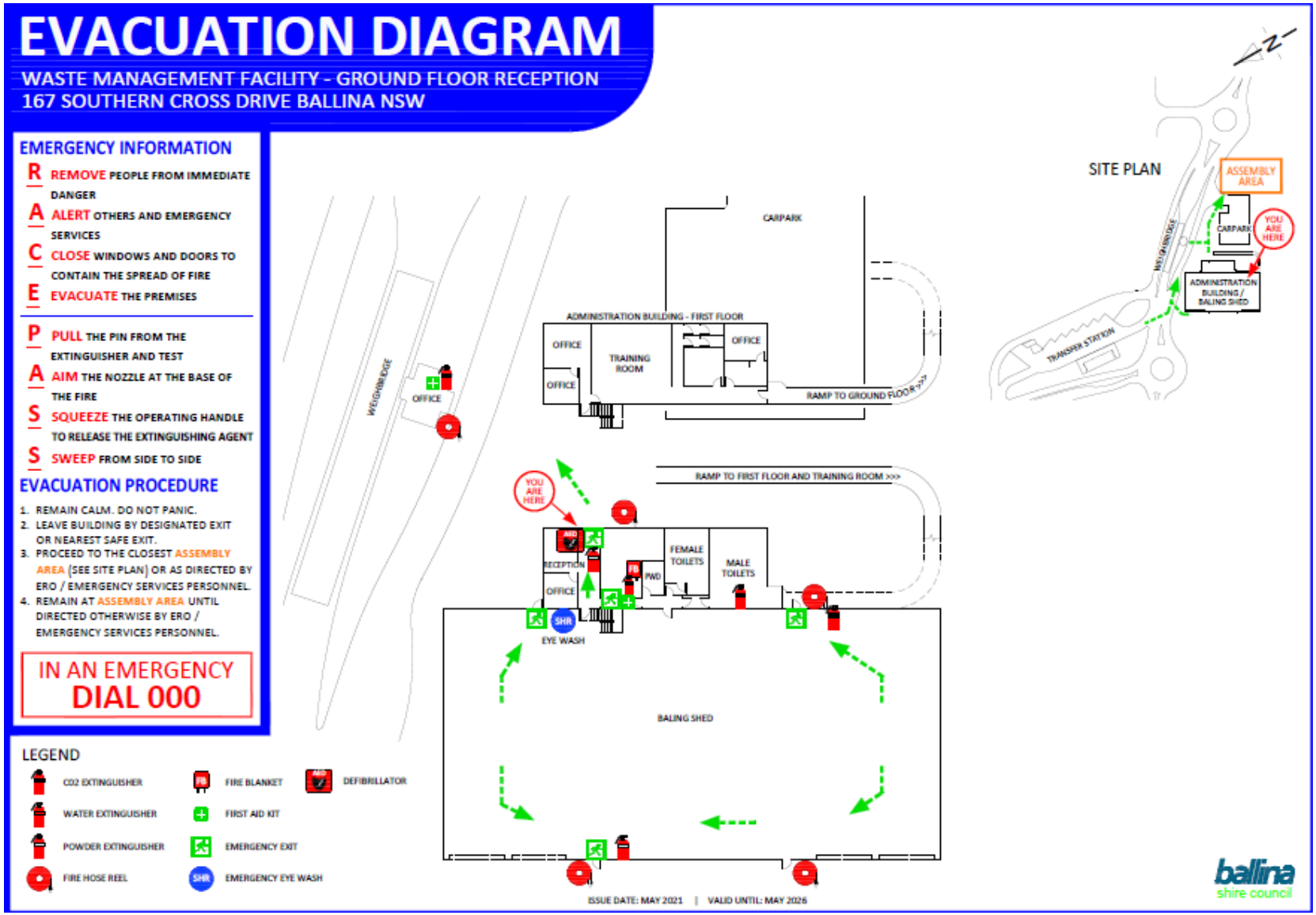


Figure 5: Evacuation Diagram – transfer station

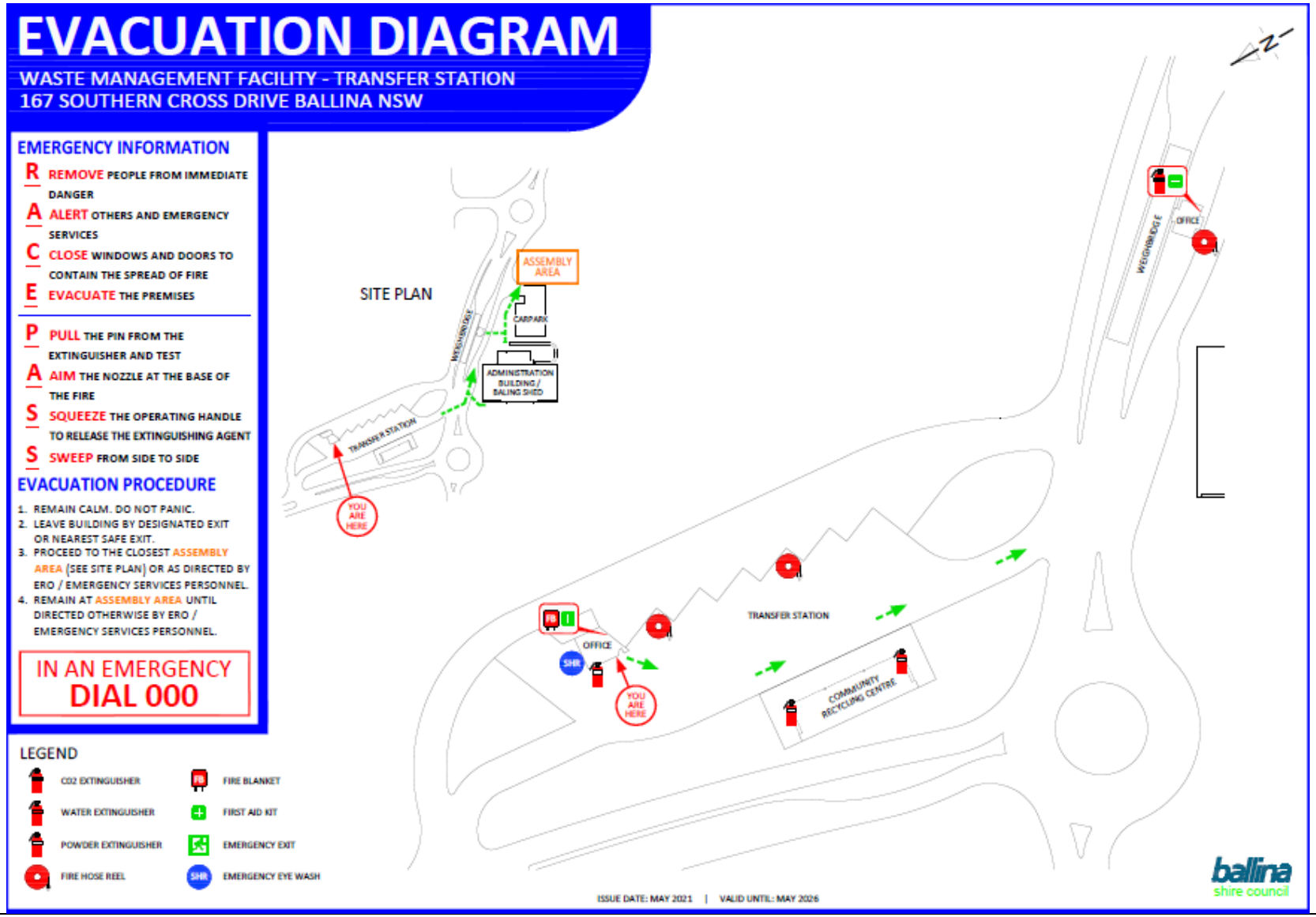
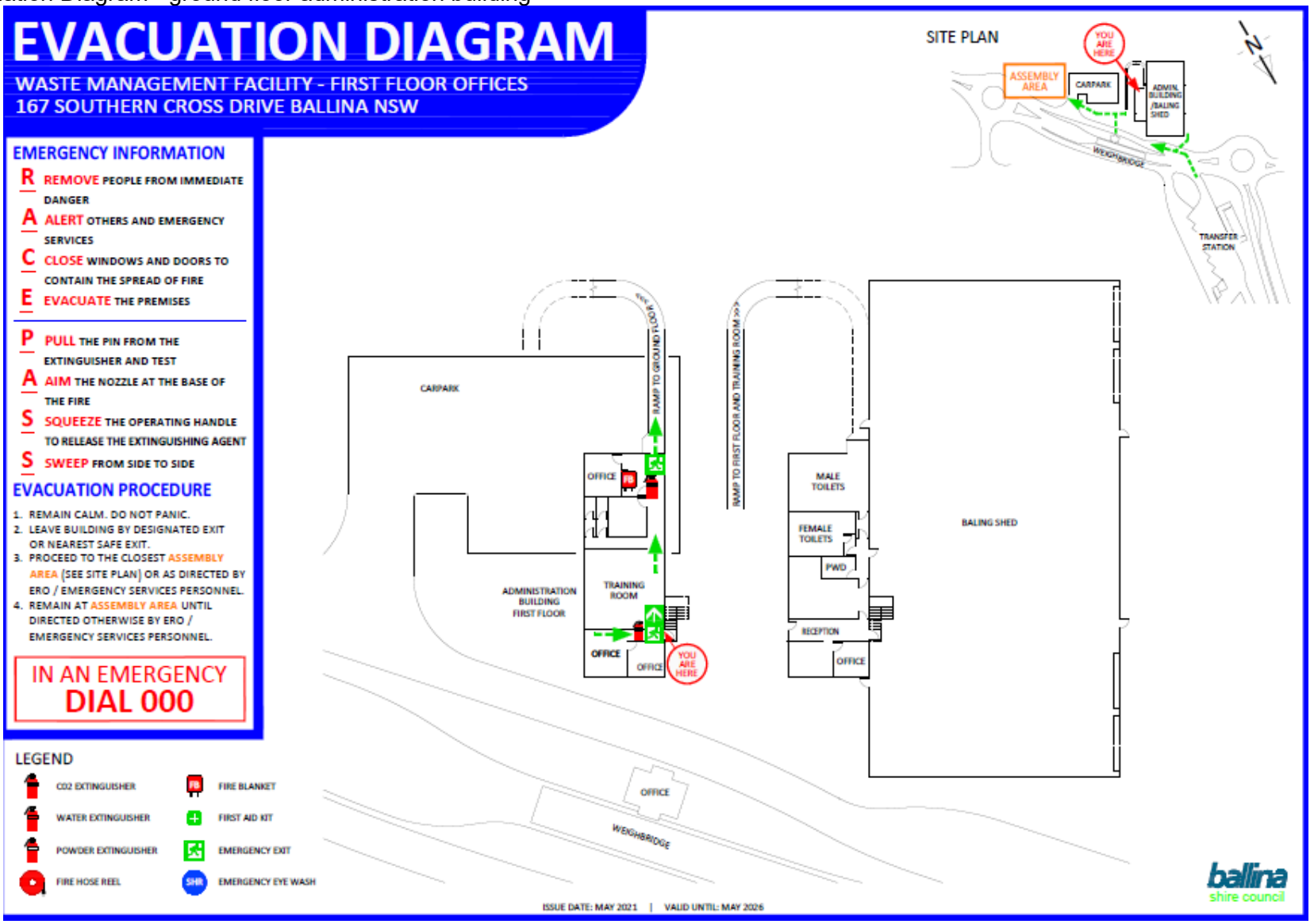
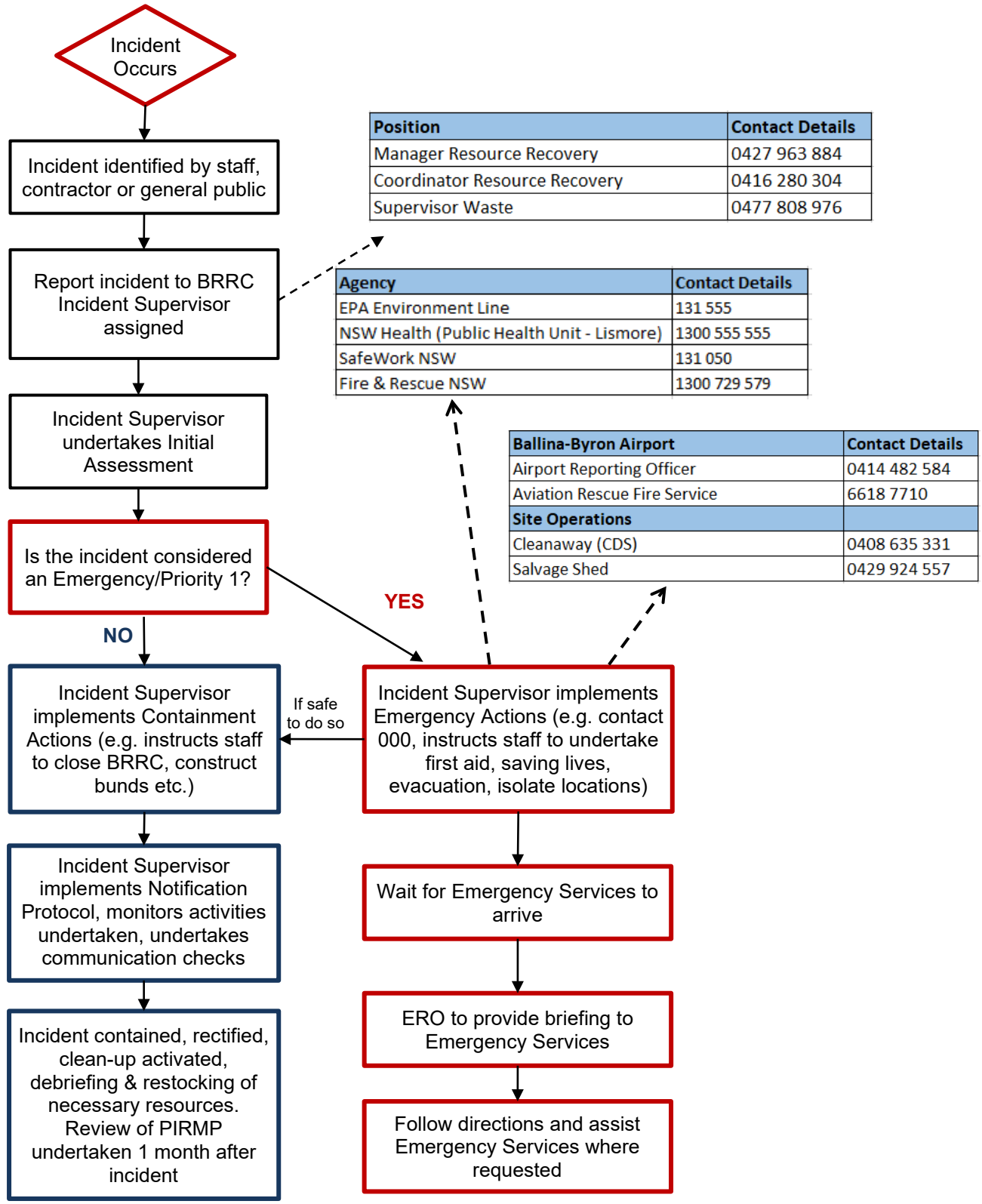


Figure 6: Evacuation Diagram - ground floor administration building



Appendix 2 - PIRMP Flowchart



Position	Contact Details
Manager Resource Recovery	0427 963 884
Coordinator Resource Recovery	0416 280 304
Supervisor Waste	0477 808 976

Agency	Contact Details
EPA Environment Line	131 555
NSW Health (Public Health Unit - Lismore)	1300 555 555
SafeWork NSW	131 050
Fire & Rescue NSW	1300 729 579

Ballina-Byron Airport	Contact Details
Airport Reporting Officer	0414 482 584
Aviation Rescue Fire Service	6618 7710
Site Operations	
Cleanaway (CDS)	0408 635 331
Salvage Shed	0429 924 557

Appendix 3 - Site Chemical Register

Council maintains the site's chemical register using the ChemAlert system. This is reviewed periodically to ensure current site operations are documented. Hard copies are maintained on-site.

The site chemical register was printed on the 8 May 2024.

The BRRC has a Community Recycling Centre (CRC) on-site that at any one time may have unidentified chemicals and labelled chemicals that have been illegally dropped off. These are stored and labelled within the appropriate containers provided by the EPA for the CRC. This area is closed off to members of the public and has spill kit. Details of CRC materials & quantities are provided in section 2.1.3.

ChemAlert.

Stock Register

(Location Name: BALLINA SHIRE COUNCIL/ WASTE MANAGEMENT CENTRE, Child Locations Included)
(Sort By: Product Name, Filter By: None)

Stock Number	Product Name				Supplier (Emergency Contact)				
	Hazardous	Dangerous Good	UN number	Packing Group	Hazchem Code	Status	In Stock Inventory	Risk Assessment	SDS Date
252	UNLEADED PETROL				AMPOL AUSTRALIA PETROLEUM PTY LTD (FORMERLY CALTEX AUSTRALIA) (1800 033 111)				
	Yes	DG 3	UN 1203	PG II	3YE	Approved - with Restrictions	Yes	-	19-Sep-2023
750	VALPLEX EP GREASE				VALVOLINE (AUSTRALIA) PTY LTD (1800 804 658, New Zealand (02) 8603 2300)				
	No	No	-	-	-	None	Yes	-	03-Aug-2022
865	VALVOLINE 2 STROKE ENGINE OIL				VALVOLINE (AUSTRALIA) PTY LTD (1800 804 658, New Zealand (02) 8603 2300)				
	Yes	No	-	-	-	None	Yes	-	27-Jun-2022
431	WEEDMASTER DUO DUAL SALT TECHNOLOGY HERBICIDE				NUFARM AUSTRALIA LIMITED (1800 033 498)				
	No	No	-	-	-	None	Yes	-	24-Jan-2023

ChemAlert.

Stock Register

(Location Name: BALLINA SHIRE COUNCIL/ WASTE MANAGEMENT CENTRE, Child Locations Included)
(Sort By: Product Name, Filter By: None)

Stock Number	Product Name				Supplier (Emergency Contact)				
	Hazardous	Dangerous Good	UN number	Packing Group	Hazchem Code	Status	In Stock Inventory	Risk Assessment	SDS Date
987	3.3M POTASSIUM CHLORIDE				ACCURA ANALYTICAL LABORATORIES PTY LTD (0408 680 712)				
	No	No	-	-	-	None	Yes	-	02-Dec-2022
22495	8.75-99% METHANE IN NITROGEN				AIR LIQUIDE AUSTRALIA LIMITED (1800 800 055, 1800 812 588)				
	Yes	DG 2.1	UN 1954	-	2SE	None	Yes	-	12-Nov-2021
22182	AC-40 TRUCK WASH				AUSTECH CHEMICALS PTY LTD ((07) 3204 8511)				
	Yes	No	-	-	-	None	Yes	-	30-Aug-2021
269	AQIUM GEL ETHANOL 70% W/W (AUST R 179333)				EGO PHARMACEUTICALS PTY LTD ((03) 9586 8800; 1800 033 706/ 13 11 26)				
	Yes	DG 3	UN 1170	PG II	•2YE	None	Yes	-	08-Apr-2020
22462	BUFFER SOLUTION PH 7.0 COLOURED GREEN				THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD ((03) 9757 4559/ (02) 8014 4558)				
	No	No	-	-	-	None	Yes	-	04-Jul-2020
22461	BUFFER SOLUTION PH4.0 COLOURED RED				THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD ((03) 9757 4559/ (02) 8014 4558)				
	No	No	-	-	-	None	Yes	-	04-Jul-2020
22193	CANCER COUNCIL WORK SUNSCREEN LOTION SPF50+				VITALITY BRANDS WORLDWIDE PTY LTD (1300 364 515/ 03 9861 7000)				
	No	No	-	-	-	None	Yes	-	29-Feb-2020
22288	CASCADE GARDENS				BUSHBY CLEANING PRODUCTS (13 11 26)				
	Yes	No	-	-	-	None	Yes	-	31-Dec-2021
22510	CONDUCTIVITY STANDARD SOLUTION (VARIOUS) FROM 10US/CM TO 200MS/CM				AUSTRALIAN SCIENTIFIC PTY LTD (13 11 26)				
	No	No	-	-	-	None	Yes	-	31-Oct-2020
263	CRC 3070 GLASS CLEANER (AEROSOL)				CRC INDUSTRIES (AUST) PTY LIMITED (13 11 26 (PIC))				
	Yes	DG 2.2	UN 1950	-	2Y	None	Yes	-	31-Jul-2020
192	DIGGERS MINERAL TURPENTINE				RECOCHEM INC ((07) 3308 5200; 1300 131 001 (After hours)/ 0800 764 766)				
	Yes	DG 3	UN 1300	PG III	3Y	Approved - with Restrictions	Yes	-	29-May-2022
984	DY-MARK HEAVY DUTY DEGREASER 400G				DY-MARK AUSTRALIA ((07) 3327 3099)				
	Yes	DG 2.1	UN 1950	-	2YE	None	Yes	-	20-Apr-2022
251	DY-MARK SPRAY & MARK STD ALL COLOURS				DY-MARK AUSTRALIA ((07) 3327 3099)				
	Yes	DG 2.1	UN 1950	-	2YE	Approved - with Restrictions	Yes	-	02-Jun-2021
102	INOX-MX3				CANDAN INDUSTRIES PTY LTD ((07) 5574 8205)				
	No	No	-	-	-	Approved - No Restrictions	Yes	-	31-Mar-2022

ChemAlert.

Stock Register

(Location Name: BALLINA SHIRE COUNCIL/ WASTE MANAGEMENT CENTRE, Child Locations Included)

(Sort By: Product Name, Filter By: None)

Stock Number	Product Name				Supplier (Emergency Contact)				
	Hazardous	Dangerous Good	UN number	Packing Group	Hazchem Code	Status	In Stock Inventory	Risk Assessment	SDS Date
773	LIQUID HAND SOAP PINK				BUNZL AUSTRALASIA LIMITED (1800 629 953/ 0800 764 766)				
	Yes	No	-	-	-	None	Yes	-	01-Aug-2021
149	METHYLATED SPIRITS				RECOCHEM INC ((07) 3308 5200; 1300 131 001 (After hours)/ 0800 764 766)				
	Yes	DG 3	UN 1170	PG II	•2YE	Approved - with Restrictions	Yes	-	31-Jan-2022
355	MORTEIN FAST KNOCKDOWN FLY & MOSQUITO KILLER ODOURLESS AEROSOL				RB (HYGIENE HOME) AUSTRALIA PTY LTD (13 11 26 (PIC))				
	Yes	DG 2.1	UN 1950	-	2YE	None	Yes	-	02-Feb-2021
1575	NESSLER REAGENT (2119449)				HACH PACIFIC (13 11 26)				
	Yes	DG 8 / 6.1	UN 2922	PG II	2X	Approved - with Restrictions	Yes	-	28-May-2023
889	POLYGLAZE UPHOLSTERY CLEANER				SELLEYS, A DIVISION OF DULUXGROUP (AUSTRALIA) PTY LTD (1800 033 111)				
	Yes	DG 2.1	UN 1950	-	2YE	None	Yes	-	01-Jul-2021
22441	PROPYLENE GAS CANISTER				ADVENTURE TRADING AUSTRALIA PTY LTD (13 11 26)				
	Yes	DG 2.1	UN 1077	-	2YE	Approved - No Restrictions	Yes	-	20-Jan-2023
22277	Q GROOM				QUALITY AUTO TREATMENTS ((07) 3204 8511)				
	No	No	-	-	-	None	Yes	-	SDS DISCONTINUED
41	ROUNDUP BIACTIVE HERBICIDE				BAYER CROPSCIENCE PTY LTD (1800 033 111 (IXOM Operations))				
	Yes	No	-	-	-	Approved - with Restrictions	Yes	-	11-Oct-2022
555	SEPTONE PROTECTA GRIT				ITW AAMTECH AUSTRALIA (1800 039 008)				
	Yes	No	-	-	-	None	Yes	-	23-Dec-2022
22354	SPONGE GRIT 1				PELLET HEATERS AUSTRALIA (02 6682 2012)				
	No	No	-	-	-	None	Yes	-	01-Apr-2021
22353	STANDARD PERFORMANCE TOPCOAT (AEROSOL) CAT YELLOW				SHERWIN-WILLIAMS GROUP (13 11 26)				
	Yes	DG 2.1	UN 1950	-	2YE	None	Yes	-	10-Feb-2022
875	TOMCAT ALL WEATHER BLOX				BARMAC, A DIVISION OF AMGROW PTY LTD (13 11 26)				
	Yes	No	-	-	-	None	Yes	-	30-Apr-2021
301	TOMCAT RAT & MOUSE BAIT				BARMAC, A DIVISION OF AMGROW PTY LTD (13 11 26)				
	Yes	No	-	-	-	Approved - with Restrictions	Yes	-	31-Mar-2020

Appendix 4 - Risk assessments and actions

Methodology

1. Determine Consequence and Likelihood Definitions
2. Determine Risk Definitions
3. Determine Inherent Risk. Inherent risk is based on the hazardous containments that may be present
4. Devise Hazardous Events.
5. For each hazardous event, determine possible causes, raw risk characteristics, existing control measures, residual risk characteristics and any further improvements required.

Consequence and Likelihood Definitions

Likelihood	**Rare**	Only ever occurs under exceptional circumstances	
	Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	
	Possible	Not generally expected to occur but may under specific circumstances	
	Likely	Will probably occur at some stage based on evidence of previous incidents	
	Almost Certain	Event expected to occur most times during normal operations	
Hazard Type		**Health & Safety**	**Environmental**
Consequence	**Insignificant**	First aid only required	• Minor impact to environmental amenity <$1,000 to rehabilitate
	Minor	Minor medical treatment with or without potential for lost time	• Damage to environmental amenity $1,000 - $10,000 to rehabilitate
	Moderate	Significant injury involving medical treatment or hospitalisation and lost time	• Short term impact to ecosystem function • Damage to environmental amenity $10,000 - $50,000 to rehabilitate
	Major	Individual fatality or serious long term injury	• Long term impact to ecosystem function • Damage to environmental amenity $50,000 - $100,000 to rehabilitate
	Catastrophic	Multiple fatalities or extensive long term injury	• Damage to unique habitat or threatened species • irreparable impact to ecosystem function • wide spread damage to environmental amenity >$100,000 to rehabilitate

Risk Definitions

	CONSEQUENCE				
LIKELIHOOD	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

LOW – Monitor and manage	**MEDIUM** – monitor and maintain strict measures	**HIGH** – Review and introduce additional controls to lower the level of risk	**EXTREME** – Do not proceed. Immediately introduce further control measures to lower the risk. Reassess before proceeding

Hazard	Source	Quantity	Health Impact with Acute Exposure	Environmental Impact with Acute Exposure
Leachate overflow	Leachate wells & pond	Variable	Medium	High
Fire	Stockpile locations around site, recycling dome, Transfer Station or vehicle on-site.	Dependent on stockpiles	High	High
Chemical Reaction	Chemical storage – refer to SDS for completed list. In addition, CRC has chemicals dropped off and unidentified materials.	Variable	High	Medium
Spill	Chemical, fuel or oil spill on-site	Variable	Medium	Medium
Landfill gas – methane	Methane gas generated by landfill operations	Monitoring undertaken monthly. None normally detected, however high levels potentially in confined spaces.	Medium	Low

No	Hazardous Event	Limiting Hazard	Weather	Cause	Initial Consequence	Initial Likelihood	Initial Risk	Control Measures	Residual Consequence	Residual Likelihood	Residual Risk
1	Leachate spill onto land	methane, carbon dioxide, heavy metals, ammonia & pathogenic micro-organisms	Dry	Damage, blockage, pump failure, power failure, float failure	Moderate	Likely	High	Inspection maintenance, lightning protection, standby generators, SMS monitoring and alarms, duty-standby pump arrangement, signage, communications, Spill Procedures	Moderate	Unlikely	Medium
			Rain	Damage, blockage, pump failure, float failure, power failure	Moderate	Likely	High	As above, inflow and infiltration investigate and rectification works	Moderate	Rare	Medium
			Flood	Inundation	Moderate	Possible	High	Switchboards constructed above flood levels, communications	Minor	Rare	Low
2	Leachate spill into environmental waterway	methane, carbon dioxide, heavy metals, ammonia & pathogenic micro organisms	Dry	Damage, blockage, pump failure, power failure	Moderate	Likely	High	Reticulation Maintenance, lightning protection, standby generators, SMS monitoring and alarms, duty-standby pump arrangement, signage, communications, Spill Procedures	Moderate	Rare	Medium
			Rain	Damage, blockage, pump failure, rising main break, pump truck spill, power failure, excessive inflow and infiltration, inadequate pump capacity	Moderate	Likely	High	As above, inflow and infiltration investigate and rectification works	Moderate	Rare	Medium
			Flood	Inundation	Moderate	Likely	High	switchboards constructed above flood levels, communications	Moderate	Rare	Medium
4	Overflow of leachate at well or pond	methane, carbon dioxide, heavy metals, ammonia & pathogenic micro-organisms	Dry	Blockage, mechanical, electrical & control failure	Moderate	Likely	High	Maintenance, lightning protection, SMS monitoring and alarms.	Moderate	Rare	Medium
			Rain	Blockage, mechanical, electrical & control failure, excessive inflow	Moderate	Likely	High	as above, inflow and infiltration investigate and rectification works	Moderate	Rare	Medium
			Flood	Inundation	Moderate	Likely	High	as above, turn affected wells to closed	Minor	Rare	Low
5	Discharge of partially treated leachate	methane, carbon dioxide, heavy metals, ammonia & pathogenic micro-organisms	Dry	mechanical, electrical & control failure	Moderate	Likely	High	Maintenance, lightning protection, SMS monitoring and alarms.	Moderate	Rare	Medium
			Rain	Blockage, mechanical, electrical & control failure, excessive inflow	Moderate	Likely	High	Continual monitoring of freeboard in leachate pond, wet weather bypass	Minor	Rare	Low
			Flood	Inundation	Moderate	Likely	High	As above	Minor	Rare	Low
6	Chemical reaction	Chemicals (acid, alkaline)	Any	Incorrect storage, wrong labels	Moderate	Likely	High	Chemicals are stored appropriately on-site. Chemicals incorrectly dropped off are stored in separate chemical containers on-site. Unidentified	Moderate	Unlikely	Medium

No	Hazardous Event	Limiting Hazard	Weather	Cause	Initial Consequence	Initial Likelihood	Initial Risk	Control Measures	Residual Consequence	Residual Likelihood	Residual Risk
								chemicals stored individually. PPE when handling. *SWP Chemical Handling and Decanting (WASTE_SWP_009)*			
7	Chemical spill on site	Chemicals (acid, alkaline)	Any	Blockage, mechanical, electrical & control failure, incorrect hook up to truck	Minor	Likely	Medium	Chemicals bunded, spill kits, PPE when handling *SWP Chemical Handling and Decanting (WASTE_SWP_009)*	Minor	Rare	Low
8	Chemical spill during delivery / transport	Chemicals (acid, alkaline)	Any	Accident, mechanical failure	Minor	Likely	Medium	Bunding, supervision, induction, procedures, competent delivery drivers, road rules	Minor	Rare	Low
9	Site fire	Incomplete combustion of Persistent Organic Pollutants (POPs), Polychlorinated dibenzo-p-dioxins (PCDD), Polychlorinated dibenzo furans (PCCFs)	Any	Accident, mechanical failure, spontaneous combustion	Catastrophic	Likely	Extreme	Firefighting equipment, induction, stockpile management, early detection, watercart and loader on-site for use in initial firefighting.	Moderate	Possible	Medium
10	Landfill Gas	Methane, confined spaces	Any	Landfill reactions, poor landfill cover	Moderate	Possible	High	Monthly landfill gas monitoring, confined spaces training	Moderate	Unlikely	Medium
11	Bomb Threat	Unknown explosive device	Any	Undetected or unknown bomb	Catastrophic	Rare	High	Suspicious behaviour reported. Site evacuation procedures in place	Major	Rare	Medium
13	Civil Disturbance, Attack or Armed Threat	Customers, employees or unknown member of the public	Any	Individual seeking to cause harm	Major	Rare	Medium	Emergency Management Plan, weighbridge locked at all times, staff regularly communicate issues via radio	Moderate	Rare	Medium
14	Envenomation by snake or spider	Venomous snakes and spiders	Any	Venomous snakes and spiders live on-site in low lying grassed areas	Major	Possible	High	Site induction and regular toolbox warning staff of the ongoing snake risk on-site and snakes are not to be approached. PPE worn at all times – steel capped boots, long sleeved shirts. Staff are trained in first aid.	Moderate	Possible	Medium
15	Infectious Disease	Unknown diseases carried on waste material	Any	Contact with waste material harbouring infectious disease	Major	Possible	High	PPE (gloves, eye protection and steel cap boots when handling waste). Plant machinery to be preferentially used when possible. All employees have hepatitis vaccination.	Moderate	Possible	Medium

Appendix 5 - Incident Assessment Form

POLLUTION INCIDENT ASSESSMENT FORM

IS = Incident Supervisor (Council), **S** = Staff, **M** = Manager Asset Management and Resource Recovery *Phase: IR =Initial Response, ES = Emergency Services; C = Containment; R = Recovery

Item	Management Issue	Actions Strategy	Reference Document	Phase*	Position Responsible	Verification (name, date and signature
1. Initial Response Phase						
1.1	Provide short description of Incident - including Nature, and Location. Circle relevant incident: a) Leachate b) Fire c) Stormwater d) Noise e) Dust f) Odour g) Other	**Location** - record of the place where pollution incident is occurring or is likely to occur (i.e. record possible migration path, as best possible) **Nature** - record estimated quantity or volume and concentration of any pollutants involved (if known)	PIRMP	IR	IS	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature
		Location – describe as best possible using Figure 2						
1.2	Perform Risk Assessment to prioritise incident **Actions are guide only**	▪ List chemicals/materials/pollutants (if possible)			PIRMP, SDS	IR	IS, S	
1.3	Determine **Quantity of spilled material** (best estimate) in kg or litres				PIRMP	IR	IS, S	
1.4	Assess Hazard/s	▪ Consider Hazard to human health, and the environment			PIRMP, SDS	IR	IS	
1.5	Consider SDS	▪ Re-evaluate hazard in terms of SDS and provide assessment results			PIRMP, SDS	IR	IS	
1.6	**Evaluate the RISK** and determine if the pollution incident is **very high**, **medium**	**PRIORITY 1**	PRIORITY 2	PRIORITY 3	PIRMP	IR	IS	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature
	to high or **low to medium** pollution risk and whether trivial or not. Circle appropriate risk category:	Implementation of PIRMP required; If incident is immediate and threatening for human health dial 000	Implementation of PIRMP may be required, monitor pollution incident. If containment efforts fail, implement PIRMP	Unlikely PIRMP is to be implemented. Monitor pollution incident and containment activities				
2. Emergency Services Response Phase								
2.1	Clear affected area of personnel/individuals **Circle Yes or No**	Yes	No (If no explain why)		PIRMP	ES	IS, S	
2.2	Determine if evacuation of BRRC is necessary **Circle Yes or No** If No, record personnel or individuals remaining on site and for what purpose (e.g. assisting in containment activities)	If Yes Implement Emergency Evacuation Plan.	If No Name:	Purpose:	PIRMP	ES	IS	
2.3	Check individuals for injuries including contamination **Circle Yes or No**	Yes	No		PIRMP	ES	IS	
2.4	If required: Administer First Aid, Decontaminate individuals (minimum 15 mins in Emergency Shower).	Name:	Contact Details:	Not Applicable	PIRMP	ES	IS	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature
2.5	If required Dial 000	Name of Call Operator: Name of Paramedic / Police / Firefighter attending the scene:	Reference Number: Contact Details:	Additional Info:	PIRMP	ES	IS	
2.6	Contact EPA and other authorities of incident	Implement Notification Protocol (see **section 3.2**) **Provide Details of All Organisations/ Neighbours Contacted** Agency: Person Contacted: Reference Number: Contact Number: Details: Agency: Person Contacted: Reference Number: Contact Number: Details:			PIRMP	ES	IS, S	

Item	Management Issue	Actions Strategy	Reference Document	Phase*	Position Responsible	Verification (name, date and signature
		Agency: Person Contacted: Reference Number: Contact Number: Details:				
2.7	Record all information regarding incident in preparation for arrival of Emergency Services	Ensure all **RELEVANT** sections are completed	PIRMP	ES	IS, S	
2.8	Provide Incident Report to Emergency Services	Where incident report is incomplete explain status to emergency services and complete report ASAP after incident.	PIRMP	ES	IS, S	
3. Containment or Control Phase						
3.1	Determine appropriate actions to isolate/contain pollutants (if safe to do so)	Describe actions taken 1. 2. 3. 4. 5. 6. 7.	PIRMP	CP	IS, S	

Item	Management Issue	Actions Strategy			Reference Document	Phase*	Position Responsible	Verification (name, date and signature
		8. 9.						
3.2	Contact relevant Council staff/contractor for assistance	Name:	Role:		PIRMP	CP	IS, S	
3.3	Monitor containment works	Monitoring Personal	Time and Date	Outcome/ Notes	PIRMP	CP	S	
3.4	Establish Secure Zone	Mark up secure zone on Site Plan (**Appendix 1**).			PIRMP	CP	S	

Item	Management Issue	Actions Strategy		Reference Document	Phase*	Position Responsible	Verification (name, date and signature
3.5	Assign tasks to personnel	Tasks	Personnel	PIRMP	CP	IS	
3.6	Specify equipment and tools for clean-up including PPE	Tools Used	Equipment Used	PIRMP	CP	S	
3.7	Locate and control spilt material Neutralise and/or adsorb material	Include any relevant notes		PIRMP	CP	S	
4. Recovery Phase							
4.1	Prepare residue for removal Verify area clear of contaminant Decontaminate reusable equipment	Volume of residual spoil	Location of disposal point	PIRMP	RP	S	
4.2	Debrief personnel involved	Name	Position	PIRMP	RP	IS	

Item	Management Issue	Actions Strategy		Reference Document	Phase*	Position Responsible	Verification (name, date and signature
4.3	Complete Incident Report **Circle Yes or No**	Yes	No	PIRMP	RP	IS	

Appendix 6 - Emergency Evacuation Procedure - Evacuation

EMERGENCY EVACUATION PROCEDURE -

EVACUATION

- **ASSIST** any person in immediate danger, if safe to do to. This includes any person with a disability
- **IMMEDIATELY CEASE** all activity and secure personal valuables, when directed by an ERO
- **EVACUATE** the premises in an orderly manner by the safest and nearest exit as directed by an ERO. **ASSIST** any person who may be unfamiliar with location of exits i.e. visitors
- Move calmly to the **ASSEMBLY AREA**
- **REPORT** to the ERO at the assembly area and stay there until notified otherwise
- **FOLLOW** the instructions of Emergency Services Personnel and Council EROs.

Appendix 7 - Emergency Evacuation Procedure - Fire

EMERGENCY EVACUATION PROCEDURE -

Fire

- **ASSIST** any person in immediate danger, if safe to do so. This includes any persons with a disability
- **RAISE ALARM**. Alert other personnel and visitors in the immediate area. Alert Emergency Services:

FIRE BRIGADE }
or }
AMBULANCE } PHONE: 000
or } From mobile phones, dial 112
POLICE }

NOTE: You may need to dial 0 to obtain an outside line from Council's phone system

For the emergency you will need to state:

I. What the emergency is (e.g. fire, hold up)
II. The location of the emergency i.e. street address, nearest cross road
III. Your name and telephone number

- **CONTAIN**, if safe to do so in the event of fire or smoke and all persons are clear, close windows and doors to contain the fire to that area
- ***EXTINGUISH*** *the fire only if the fire is small and contained and safe to do so, using the correct fire extinguisher or alternative methods*

  NOTE: It is emphasised that firefighting measures by staff with installed equipment (i.e. fire hoses, extinguishers) is purely a FIRST RESPONSE MEASURE pending the arrival of Emergency Services (fire brigade) and should only be attempted if safe to do so
- **EVACUATE** the premises in an orderly manner by the nearest and safest exit as directed by an ERO and assemble in the designated **ASSEMBLY AREA**. Staff should assist any person/s in their immediate area unfamiliar with location of exits

  EMERGENCY RESPONSE OFFICER:
  Take notice of instructions given by the Emergency Service Personnel. The ERO will wear a red vest

Appendix 8 - Fire Extinguisher Selection and Usage Chart

FIRE EXTINGUISHER SELECTION CHART

TYPE of EXTINGUISHER		WATER	FOAM	WET CHEMICAL	CO2	DRY CHEMICAL	VAPORISING LIQUID
							
CLASS	TYPE OF FIRE						
A	Ordinary Combustibles (wood, paper etc)	✓ YES Most Suitable	✓ YES	✓ YES	✓ YES Not Very Suitable	✓ YES B(E) Powders Not Suitable	✓ YES
B	Flammable Liquids	× NO	✓ YES Special Foam Required for Alcohol -Type Fire	× NO	✓ YES	✓ YES	✓ YES
C	Flammable Gases	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
D	Combustible Metals	× NO	× NO	× NO	× NO	× NO	× NO
E	Fire involving live Electrical Equipment	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
F	Oils and Fats	× NO	× NO	✓ YES	✓ YES	✓ YES AB(E) Powders Not Suitable	× NO

(Australian Standard 2444)
POST 1999

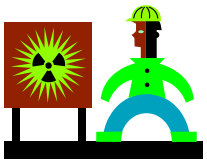
Appendix 9 - Emergency Evacuation Procedure – Bomb Threat or Suspected Explosive Device

EMERGENCY EVACUATION PROCEDURE -

Bomb Threat or Suspected Explosive Device

- On receipt of a telephone bomb threat:
  - I. **KEEP THE CALLER TALKING** (refer to the Bomb Threat or Suspected Explosive Device Checklist on the infonet)
  - II. **REMAIN CALM** and do not do or say anything which may encourage irrational behaviour
  - III. **GET THE ATTENTION OF A COLLEAGUE**, so they can notify the ERO
  - IV. **DO NOT** hang up the telephone
- If a suspicious object is received or noticed:
  - I. **DO NOT** touch or attempt to open or move the object
  - II. **IMMEDIATELY NOTIFY** the bomb squad by calling 000. (Remember to dial 0 to get an outside line on Council's telephone system)
    - i. For the emergency you will need to state:
  - III. What the emergency is (e.g. suspected explosive device, bomb threat etc)
  - IV. The location of the emergency
  - V. Your name and telephone number
  - VI. **MAKE THE AREA AS SECURE** as you can, move away from the area and do your best to keep others away
- **FOLLOW** the ERO instructions
- **EVACUATE** the building <u>leaving doors and windows open</u>
- **ASSIST** with the evacuation of disabled or less mobile occupants
- **MOVE** to the nominated evacuation **ASSEMBLY AREA**, and wait for further instruction from the ERO
- **DO NOT RE-ENTER THE BUILDING** until clearly told by the Emergency Services Personnel or the ERO that everything is safe

Appendix 10 - Emergency Evacuation Procedure – Gas or Hazardous Material Leak or Unknown Suspicious Substance (e.g. Powder)



EMERGENCY EVACUATION PROCEDURE -

Gas or Hazardous Material Leak or Unknown Suspicious Substance (e.g. powder)

EMERGENCY PROCEDURE WITHIN SITES AND COUNCIL BUILDINGS

- **NOTIFY** emergency services by calling 000

  For the emergency you will need to state:

  I. What the emergency is (e.g. gas leak, hazard material – provide as much information about the hazardous material as possible – what is the hazardous material?)
  II. The location of the emergency
  III. Your name and telephone number

- Where appropriate and safe to do so, **CLOSE DOORS** as areas are evacuated and remove any ignition sources
- **ASSIST** with the evacuation of disabled or less mobile occupants
- **MOVE** to the nominated evacuation **ASSEMBLY AREA**, and wait for further instruction from the EROs
- **DO NOT RE-ENTER THE BUILDING** until clearly told by the Emergency Services Personnel or the ERO that everything is safe
- **CLOSELY FOLLOW** the instructions of any Emergency Services personnel and site EROs

Unknown suspicious substance (e.g. powder)

A suspicious powdery substance could be received by Council and is most likely to be received via the postal system, delivered by a courier (the courier being an innocent party) or left in a Council building where leaving it would be possible without detection.

Irrespective of the method of receipt, the following procedures need to be followed;

- **WARN** other workers in the immediate area of the unknown suspicious substance
- **ISOLATE** the area to prevent access by other workers. Workers in the area are to remain where they are – do not evacuate
- **CONTAIN** the item in a paper bag – do not use a plastic bag and do not disturb it any further. Do not pass it around to others. Do not cover the item with anything
- **DON** Personal Protective Equipment (PPE) dust mask, gloves (nitrile)
- **EVACUATE** the area and move calmly to the **Evacuation Assembly Area**

- A **DESIGNATED** person is to contact the ERO/ site Supervisor
- **NOTIFY** Emergency Services by calling 000 or 112 from a mobile phone
- **DO NOT RE-ENTER THE BUILDING** until clearly told by the ERO or Emergency Services Personnel that everything is safe
- **CLOSELY FOLLOW** the instructions of any Emergency Services Personnel and site ERO

Appendix 11 - Emergency Evacuation Procedure – Civil Disturbance, Attack or Armed Threat

EMERGENCY EVACUATION PROCEDURE -

Civil Disturbance, Attack or Armed Threat

- **KEEP WELL CLEAR** of the disturbance or intruder and do not say or do anything that may encourage irrational behaviour
- **NOTIFY** emergency services by calling 000. (Remember to dial 0 to get an outside line on Council's telephone system)

For the emergency you will need to state:

I. What the emergency is (e.g. robbery, attack or armed threat)
II. The location of the emergency
III. Your name and telephone number

- **ASSIST** with the evacuation of disabled or less mobile occupants
- **MOVE** to the nominated evacuation **ASSEMBLY AREA**, and wait for further instruction from the ERO
- **DO NOT RE-ENTER THE BUILDING** until clearly told by the ERO that everything is safe
- **CLOSELY FOLLOW** the instructions of any Emergency Services Personnel and site ERO

Appendix 12 - Emergency Evacuation Procedure – Personal Preparation

EMERGENCY EVACUATION PROCEDURE -

Personal Preparation

- **KNOW** the location of emergency exits in the building
- **PLAN** an escape route from your office to each exit
- **FAMILIARISE** yourself with the location of **fire extinguishers** and their use (diagram on the next page)
- **KNOW** who the **EROs** are
- **KNOW** who the **First Aid Officer** is
- **DO NOT** use or post information on any social media in relation to the incident

Appendix 13 - Emergency Procedure – Envenomation by Snake and Spider Bite

EMERGENCY PROCEDURE -

Snake and Spider Bite

First aid & management of snake and spider bites

Any suspected snake or spider bite must be treated with immediate First Aid, (pressure bandage and immobilization technique) and transported to hospital - urgently!

- **CHECK** that the snake is no longer around threatening the safety of all concerned, do not try to catch or kill a snake!

  Keep the victim quiet and reassure them, get them to lie down. If possible call for assistance. Use a mobile phone and call emergency (000 landline and mobile phone, alternatively 112 for mobile phone). If possible remove any jewellery (watch) and clothing (Cut off) from bitten limb

- **APPLY** a wide (< 100mm/4inch >) elastic crepe bandage over the bite site then continue this bandage evenly over the entire limb to the armpit or groin (It should be as tight as one would bandage a freshly sprained wrist or ankle) then any leftover bandage should be continued down the limb. A 2nd, 3rd; and possibly 4th bandage should be applied over the first (pending whether bite is on arm or leg) starting over the fingers or toes

- **IMMOBILISE** the bitten limb with a splint, stick, or rolled up newspaper or cardboard, bandaged or tied to the limb, or use a St. John's sling or air splint applied to limb. All joints of bitten limb need to be totally immobilised

  If bandaging is not available, tear towels, sheets, clothes, petticoats, etc. into strips, even pantihose may be used. Keep the victim and bitten limb as still as possible especially if bite is on body or face

- **WHERE** possible bring transport to the victim, preferably an ambulance and transport immediately to a major hospital

- **NOTIFY** the site Coordinator or Manager, who will then liaise with relevant parties and complete an incident report.