



## **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

**EBH Environmental North Wyong Recycling Facility  
60 Donaldson Street NORTH WYONG NSW 2259**





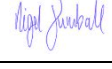

Prepared on behalf of EBH Environmental North Wyong Pty Ltd

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YARRAMINE CONSULTING PTY LTD



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Managing Director &  
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16 September 2019

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# 1 Introduction

## 1.1 Background

This Pollution Incident Response Management Plan has been prepared to identify and manage the risk of pollution incidents and facilitate a coordinated management response to pollution incidents that occur at EBH Environmental Services Pty Ltd (EBH) North Wyong Recycling Facility located at 60 Donaldson Road, WYONG.

A PIRMP is required for all premises and projects that hold an Environment Protection Licence (EPL). PIRMP requirements were introduced through amendments to the *Protection of the Environment Operations Act 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Regulation).

In general, the requirement is for EPL holders to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP or Plan).

## 1.2 Purpose & Scope of Plan

The purpose and objectives of this PIRMP are to:

- minimise and control the risk of a pollution incident at the premises through the early identification of risks and the development of planned actions to minimise and manage those risks;
- ensure timely communication about pollution incidents to personnel, the Environment Protection Authority (NSW EPA), relevant response agencies/authorities and the community who may be affected by the impacts of a pollution incident; and
- 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 notification of environmental incidents under this PIRMP is only required for those incidents causing or threatening to result in material environmental harm (a material harm incident) as defined by the POEO Act (refer to Section 3 on Page 7).

Environmental management at the facility is subject to improvements in processes and practices from time to time. To accommodate these ongoing changes, and to accommodate increases in site-specific environmental assessment and management, this PIRMP is to be progressively updated.

## 2 Legislative & Regulatory Requirements

EBH's statutory obligations concerning this plan and material harm incident reporting are contained in the development consent applicable to the site, relevant licences and permits, and other legislation and guidelines. These are described further below.

### 2.1 Environmental Protection Licence

The NSW Environment Protection Authority (EPA) issues Environmental Protection Licences to the owners or operators of various industrial premises under the *Protection of the Environment Operations Act 1997* (POEO Act).

EBH Environmental Services Pty Ltd currently holds an Environment Protection Licence (EPL) (Licence no. 20675) for 60 Donaldson Street Wyong NSW 2259, which was transferred from CBS Recyclers (Rexdor Pty Ltd) in October 2018 when this business was purchased as an ongoing concern.

Licence 20675 authorises the following scheduled activities - Resource Recovery and Waste Storage - to be conducted at the premises, 60 Donaldson Street WYONG NSW 2259, which is formally known as Part of Lot 32 on DP1093732.

The EPL defines the types and quantity of wastes authorised to be processed and stored at the site as part of resource recovery activities as well as operational and reporting conditions for activities and events.

Permitted wastes includes only General Solid Waste (non-putrescible) comprising of, for example concrete, bricks, asphalt and steel (building and demolition waste). A premises storage limit of 18,300 tonnes at any point in time is prescribed. It should be noted that there are no limits in place regarding an annual processing limit.

The Licencee must also adhere to a variety of limit conditions as well as operational conditions relating to, but not limited to, hours of operations, wastewater, stockpile heights, plant and equipment maintenance, dust minimisation, fire control, monitoring, recording, reporting, and environmental obligations.

This PIRMP forms part of these licencing conditions. This plan must document systems and procedures to deal with all types of incidents that may occur at the premises or that may be associated with activities that occur at the premises and which are likely to cause harm to the environment. The PIRMP must also be tested at least annually or following a pollution incident.

### 2.2 Development Consent

The site also operates under Development Consent (DA/2451/1998/H) for a Combined Recycling Operation issued by the then Wyong Shire Council in 1999 covering Lot 32 of DP1093732 for CBS Recyclers.

This Development Consent also does not include an annual processing limit however does prescribe a storage cap of 18,300 tonnes. Of note is Condition 11 of the consent that prescribes a sunset condition requiring cessation of activity by 31 December 2020. An extension of the approved use requires the prior submission and approval of a modification of consent application to Council under the *Environment Planning & Assessment Act 1979*. Council has approved several such extensions since 1999.

The Development Consent specifies a variety of conditions to be met by EBH to minimise environmental impacts of the facility. These are incorporated in this PIRMP where applicable.

## 2.3 Protection of the Environment Operations Act 1997

Section 5.7A of the POEO Act and the (POEO(G) Regulation) outlines the specific requirements for inclusion in a PIRMP. A summary of the key requirements are:

- holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act);
- the plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO(G) Regulation (clause 98B);
- licensees must keep the plan at the premises to which the environment protection licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act);
- licensees must test the plan annually in accordance with the POEO(G) Regulation (clause 98E); and
- if a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (section 153F, POEO Act)

Table 1 below lists the information required in a PIRMP as per Section 153C of the POEO Act and details where this information is presented in this PIRMP.

**Table 1: PRIMP Information Requirement (POEO Act)**

INFORMATION REQUIRED	SECTION
a) The procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:	Section 5
(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and	Section 5.1
(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and	Section 5.1
(iii) any persons or authorities required to be notified by Part 5.7,	Section 5.1
b) A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,	Section 5.1.3
c) The procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,	Section 5.1.2
d) Any other matter required by the regulations.	Table 2

Table 2 overleaf lists the information required in a PIRMP as per Section 98C of the POEO(G) Regulation and details where this information is presented in this PIRMP.

**Table 2: PRIMP Information Requirement (POEO (General) Regulation)**

INFORMATION REQUIRED	SECTION
a) A description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity),	Section 4.2 Table 4
b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Table 4
c) Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Table 4
d) An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Section 4.5 Table 5
e) The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Table 5
f) A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Table 5
g) The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Section 5 Figure 2
h) The contact details of each relevant authority referred to in section 148 of the Act,	Section 5 Figure 2
i) Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Section 5.1.5
j) The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Table 4
k) A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Figure 1
l) A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Table 4 Section 5.1.3
m) The nature and objectives of any staff training program in relation to the plan,	Section 6.1
n) The dates on which the plan has been tested and the name of the person who carried out the test,	Section 6.2 Appendix A
o) The dates on which the plan is updated,	Section 6.2 Appendix A
p) The manner in which the plan is to be tested and maintained.	Section 6.2

## 3 Pollution Incident Management

### 3.1 Pollution Incidents

Pollution is known to exist in many forms and broadly relates to water, land, air and noise. This PIRMP applies only to those pollution incidents as defined in the POEO Act as:

*“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.”*

Potential pollution incidents for the facility are described in Section 4.

### 3.2 Material Harm - Pollution Incidents that are to be Notified

A pollution incident is required to be notified to the NSW EPA and appropriate regulatory authorities if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

*(a) harm to the environment is material if:*

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

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

*(b) 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.*

Each of the following response agencies needs to be informed of pollution incidents quickly, so action can be coordinated to prevent or limit harm to the environment and human health generally:

- appropriate regulatory authority (ARA);
- NSW EPA, if they are not the ARA;
- NSW Ministry of Health, local Public Health Unit;
- WorkCover NSW;
- local authority, if they are not the ARA; and
- Fire and Rescue NSW.

### 3.3 Type of Pollution Incidents

Pollution incidents that could potentially occur at the facility are covered by this plan include material, such as waste materials, fuel etc. that travel beyond the site boundary causing or potentially causing adverse impact to the environment or community, and discharge of waters from site not in accordance with EPL conditions.

Small spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact are most likely not required to be notified to the NSW EPA or other authorities, however all such incidents are to be recorded and reported in accordance with organisational requirements detailed in the facility EMP.

An pollution incident may include a major spillage or leak, failure of a pollution control device such as a bund or basin, major settlement, collapse of bank or embankment, or catastrophic events i.e. flood or fires.

## **4 Hazard Identification & Risk Assessment**

### **4.1 Site & Operation Overview**

This PIRMP applies to EBH's North Wyong Waste Recycling Facility premises, located at Donaldson Street WYONG on part of a parcel of land formally described as Lot 32 on DP1093732, for which EPL No: 20675 applies.

EPL No: 20675 authorises the following Scheduled Activities to be carried out onsite:

- Resource Recovery; and
- Waste Storage.

The amount of waste that is permitted to be stored at the facility is 18,300 tonnes at any one point in time.

In general, the operation involves the acceptance, temporary storage, segregation, crushing and screening of construction and demolition waste such as bricks and concrete and other wastes such as reclaimed asphalt to produce recovered aggregates, pavement and drainage materials for wholesale from the site.

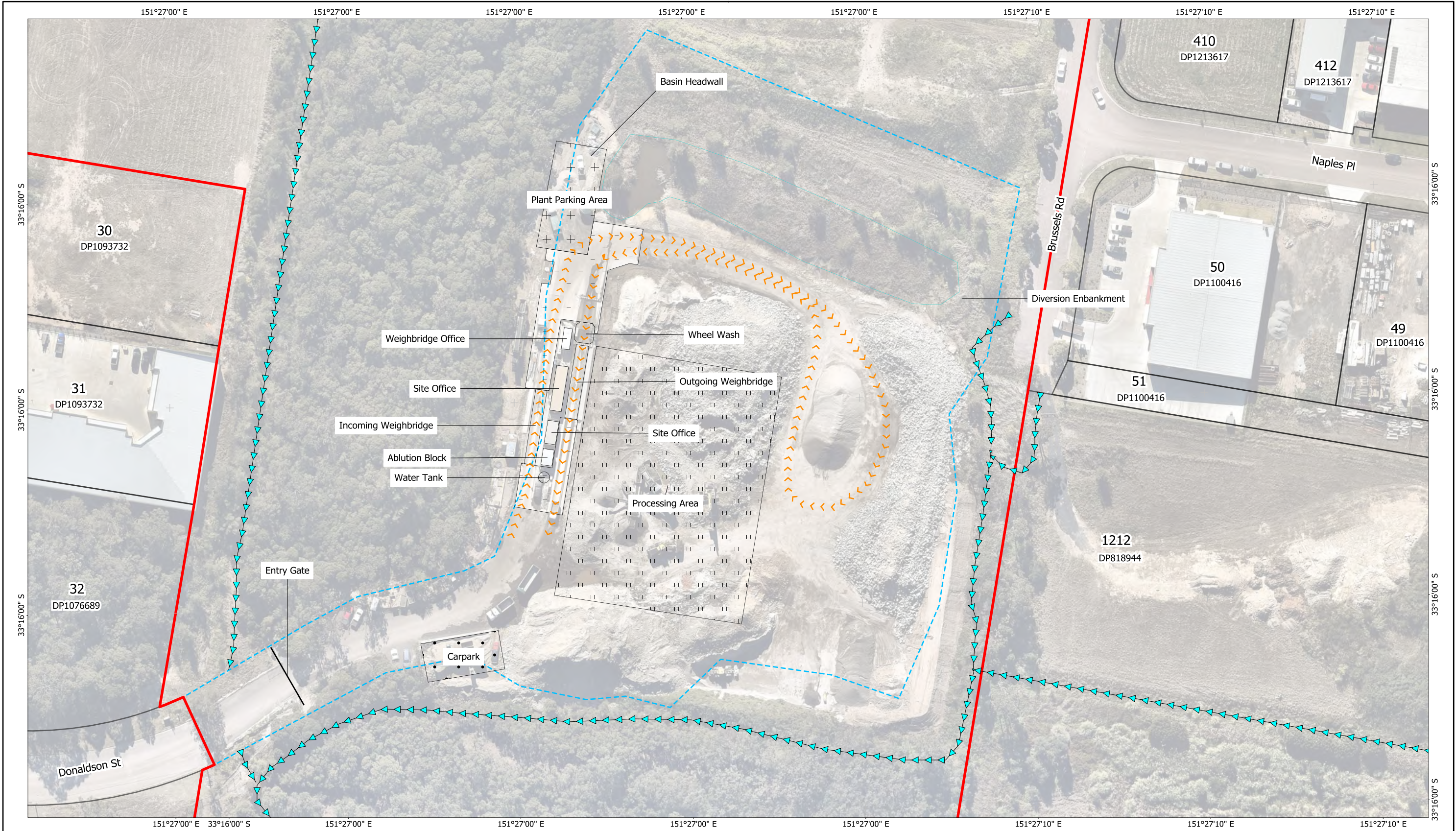
Figure 1 presented on overleaf shows the layout of the facility as of August 2019. At present facilities at the premises are progressively being modernised and updated. Site infrastructure at present includes several offices, weighbridges, ablution block and associated car parking and concrete hardstand areas as well as the original sediment basin yet to be updated.

### **4.2 Environmental Hazards**

In general, the facility involves a range of environmentally hazardous activities that may give rise to a pollution incident, including:

- Escape, spillage or leakage of hazardous substances;
- The potential for fire to start in any green waste, timber stockpiles (very rarely processed and stored onsite) and neighbouring vegetated area;
- Contamination of natural waterways (streams, creeks, rivers, etc.) or public drains;
- Excessive/harmful air emissions (dust, smoke, fumes, etc.);
- Excessive/harmful noise or vibration;
- Tracking of mud/sediment from the facility;
- Contamination of groundwater;
- Hazardous wastes and restricted solid wastes, and other unacceptable wastes, may be dumped on or around the site through illegal dumping, or they may be hidden in a load of other rubbish and not disclosed by the waste generator.

Using the risk assessment process detailed in the following Sections, the impacts of these hazards have been assessed, and a range of pre-emptive mitigation measures identified to reduce the risk of a pollution incident occurring.



**STORMWATER**

- Drainage Lines
- Sediment Basin

**INFRASTRUCTURE**

- Building (as labeled)
- Carpark
- Plant Parking Area
- Processing Area
- Concrete Hardstand
- Internal Traffic Direction

**OTHER**

- Indicative Existing EPL Boundary
- Cadastre
- Subject Lot

**AERIAL IMAGERY**

NearMap Image - 7 Aug 2019

### Overall Existing Site Plan

Job: J19\_09 - Modification of Development Consent Application  
Client: EBH Environmental North Wyong Pty Ltd  
Subject Lot on Plan: Lot 32 DP1093732 - Central Coast Regional Council  
Physical Address: 60 Donaldson St, NORTH WYONG 2259  
Lease Area: 3.1 ha

Projection: Australia MGA94 (56)  
Datum: Australian Geocentric 1994 (GDA94)  
Scale: 1:1000  
1 cm : 10.00 m (A3 Printed)

0 50 m

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### **4.3 Risk Assessment**

The risk management style of assessment carried out has been utilised to identify and assess environmental hazards associated with the activity relative to the EPL, and to implement appropriate pre-emptive mitigation strategies to minimise the likelihood of incidents associated with each hazard.

This process involves:

1. Identifying the hazard and associated environmental impact.
2. Analysing the risk of an incident (determining likelihood and consequence).
3. Evaluating the risk of an incident.
4. Treating the risk.

All identified hazards are assessed based on the risk assessment matrix displayed Table 3 on Page 11.

Risk assessment is based on (1) the likelihood of an impact occurring as a result of the hazard and (2) the consequences of the impact in the event of an incident.

### **4.4 Environmental Impact & Hazard Register**

In order to effectively plan for a potential pollution incident, a register of environmental hazards has been created based on the risk assessment process undertaken. Each hazard identified has been assessed in accordance with the adopted risk assessment matrix presented Table 3 and as briefly discussed in the previous Section.

Hazards have been grouped according to the area of environmental impact. By identifying these hazards ahead of time, pre-emptive mitigation measures can be identified and implemented through site procedures to minimise the risk of a pollution incident occurring. These have been listed in Table 4 on Page12.

Table 3: Risk Assessment Matrix

RISK RATING			LOW [ 1-3 ] Broadly acceptable - Manage by routine procedures	MODERATE [ 4-6 ] Tolerable - With identified controls fully implemented	HIGH [ 8-12 ] Undesirable - Additional controls required to reduce risk	VERY HIGH [ 15- 25 ] Intolerable - Do not start activity	
			CONSEQUENCE				
			1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic
			ENVIRONMENT Minor localised environmental harm rectified within hours. No protected habitat or species affected	ENVIRONMENT Minor transient environmental harm that requires days for recovery. No protected habitat or species affected	ENVIRONMENT Significant environmental harm that requires weeks for recovery. Environmental incident involving protected species or habitat	ENVIRONMENT Very serious long term environmental harm or contamination that takes years to recover. Damage to protected species or habitat as a result	ENVIRONMENT Severe environmental harm or contamination resulting in permanent environmental damage. Endangered species and habitat destroyed
LIKELIHOOD	5 =Almost certain	Is expected to occur	M-5	H-10	VH-15	VH-20	VH-25
	4=Likely	Will probably occur in most circumstances	M-4	H-8	H-12	VH-16	VH-20
	3=Possible	Should occur at some time	L-3	M-6	H-9	H-12	VH-15
	2=Unlikely	Could occur at some time	L-2	M-4	M-6	H-8	H-10
	1=Rare	May occur only in exceptional circumstances	L-1	L-2	L-3	M-4	M-5

**Table 4: Environmental Impact and Hazard Register**

KEY ENVIRONMENTAL HAZARDS		UNMITIGATED RISK SCORE	MITIGATION MEASURES	REVISED RISK SCORE
<b>AIR QUALITY</b>				
1	Excessive dust emissions	<b>Possible Minor M-6</b>	<ul style="list-style-type: none"> <li>• Use of mobile or fixed dust suppression sprinkler system to suppress dust from crushing and screening activities, tipping and stockpiles, including use of a suppressant such as DustWorx®.</li> <li>• Stop dust-generating activities as necessary.</li> <li>• Enclosure of stockpiles on three sides (i.e. use of stockpile bays).</li> <li>• Restrict works during periods of high wind.</li> <li>• Dust minimisation training for staff.</li> <li>• Maintenance of dust control equipment as necessary.</li> <li>• Use of onsite weather station for monitoring weather conditions.</li> <li>• Minimise exposure of bare earth</li> <li>• Use dust wraps on perimeter fence.</li> <li>• Haulage vehicles carrying materials on and off site will be appropriately covered.</li> </ul>	<b>Rare Minor L-2</b>
2	Health issues off site	<b>Unlikely Moderate M-6</b>	<ul style="list-style-type: none"> <li>• As per 1</li> <li>• Advertise a method of receiving complaints (i.e. complaints hotline listed on website)</li> <li>• Air quality monitoring in accordance with AS3580.09.63 to investigate a complaint of dust-related health impact.</li> </ul>	<b>Rare Moderate L-3</b>
3	Equipment exhaust emissions exceed limits	<b>Unlikely Insignificant L-2</b>	<ul style="list-style-type: none"> <li>• Inspect equipment engine emissions regularly.</li> <li>• All equipment is serviced and maintained to OEM requirements.</li> <li>• Excessive equipment emissions to trigger out of service procedures.</li> </ul>	<b>Rare Insignificant L-1</b>
<b>SURFACE WATER &amp; GROUNDWATER</b>				
4	Groundwater contamination	<b>Possible Moderate H-9</b>	<ul style="list-style-type: none"> <li>• Ensure storage, handling and transport of dangerous goods are conducted in accordance with Australian Standards.</li> <li>• Identify, classify, quantify &amp; appropriately store waste.</li> <li>• Develop &amp; implement oil &amp; fuel spillage controls.</li> <li>• Implement bunding to appropriate areas.</li> <li>• Ensure adequate spill kits are available on site including adequate training.</li> <li>• Minimise the length of unprocessed waste storage onsite as much as possible.</li> </ul>	<b>Rare Moderate L-3</b>
5	Discharge of sediment laden waters	<b>Almost Certain Moderate VH-15</b>	<ul style="list-style-type: none"> <li>• Use of a wet retention basin, spoon drains and bunding (design by others) to ensure all rainfall falling on the site is captured in a closed system or treated prior to release.</li> <li>• Perimeter bunding/berm to prevent ingress of overland flow.</li> </ul>	<b>Rare Moderate L-3</b>
6	Overtopping of retention	<b>Unlikely</b>	<ul style="list-style-type: none"> <li>• Dewater the basin ahead of forecast heavy periods of rain.</li> </ul>	<b>Rare</b>

KEY ENVIRONMENTAL HAZARDS		UNMITIGATED RISK SCORE	MITIGATION MEASURES	REVISED RISK SCORE
	basin and subsequent discharge of sediment laden water	<b>Moderate M-6</b>	<ul style="list-style-type: none"> <li>Inspect the basin during and after heavy rainfall.</li> <li>Implement dewatering protocols and procedures to be implemented when certain height reached.</li> </ul>	<b>Moderate L-3</b>
7	Spill of hazardous materials	<b>Unlikely Insignificant L-2</b>	<ul style="list-style-type: none"> <li>Ensure storage, handling and transport of dangerous goods are conducted in accordance with Australian Standards.</li> <li>Develop &amp; implement oil &amp; fuel spillage controls.</li> <li>Implement bunding to appropriate areas.</li> <li>Ensure adequate spill kits are available on site including adequate training.</li> </ul>	<b>Rare Insignificant L-1</b>
<b>LAND</b>				
8	Spill of liquid fuel whilst in storage	<b>Unlikely Insignificant L-2</b>	<ul style="list-style-type: none"> <li>As per 7</li> </ul>	<b>Rare Insignificant L-1</b>
9	Spill during delivery of fuel to mobile equipment	<b>Unlikely Insignificant L-2</b>	<ul style="list-style-type: none"> <li>Breakaway couplings installed on mobile fuel delivery vehicles.</li> <li>Drivers stay with vehicle during refuelling</li> <li>Refuelling takes place in designated refuelling areas.</li> <li>As per 7</li> </ul>	<b>Rare Insignificant L-1</b>
<b>ACOUSTIC ENVIRONMENT</b>				
10	Excessive noise emissions	<b>Possible Minor M-6</b>	<ul style="list-style-type: none"> <li>Ensuring processed material is placed by loaders and not dropped into awaiting trucks.</li> <li>Ensuring raw material is tipped with care by drivers.</li> <li>Shielding compressors, pumps generators and the like with acoustic shielding and replacing these with less noise-intensive equipment when they reach the end of their life.</li> <li>Noise minimisation training for staff.</li> <li>Consider using respite periods during crushing and screening activity (where reasonable and feasible).</li> <li>Maintenance of plant in accordance with manufacturer recommendations to keep noise levels near that of new machinery.</li> </ul>	<b>Rare Minor L-2</b>

## 4.5 Pollutant & Safety Equipment Information

PIRMPs must include an inventory of potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises.

Pollutants can include, but are not limited to, chemicals used in cleaning or production processes, fuels and lubricants used for equipment or machinery, gas cylinders, waste materials or wastewater, effluents and sediment-contaminated stormwater.

This information is required as it assists personnel responsible for coordinating spill responses to more effectively manage environmental incidents and must be presented as a manifest detailing the pollutants stored at the site, the location of these storage areas, the safety equipment to be made available at these areas.

A Pollution Information Data Sheet (PIDS) has been prepared that includes the following information for each pollutant. Refer to Table 5 overleaf:

- The intended use for the pollutant;
- How the pollutant is stored;
- MSDS information;
- Safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident;
- PPE needed to safely manage a spill of the pollutant;
- Procedure for cleaning up a spill of the pollutant; and
- Maximum storage capacity amount.

In order to ensure the currency and reliability of the information in the PIDS, the information should be reviewed and updated frequently.

**Table 5: Pollutant information data sheet**

POLLUTANT	STORAGE LOCATION	CURRENT MSDS HELD	EMISSION CONTROL EQUIPMENT*	PPE*	SPILL CLEAN UP METHOD	MAXIMUM QTY STORED
Fuel	Diesel tanks, site and delivery vehicles	Yes	Sand, earth vermiculite	PVS gloves, safety glasses, goggles	<b>Large Spill</b> <ol style="list-style-type: none"> <li>1. In the case of large spills contact relevant personnel</li> <li>2. Stop leak without risk.</li> <li>3. Move containers from spill area.</li> <li>4. Approach the release from upwind</li> <li>5. Prevent entry into sewer, water courses, basements or confined areas.</li> <li>6. Wash spillages into an effluent treatment plant or proceed as follows.</li> <li>7. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place into a container according to local legislation.</li> <li>8. Use spark-proof tools and explosive proof equipment. Dispose of via a licensed waste disposal contractor</li> <li>9. Contaminated absorbent material may pose the same hazard as the spilt product</li> <li>10. In the case of spillage on water, prevent the spread of product by the use of suitable barrier equipment.</li> <li>11. Recover product from the surface.</li> </ol> <b>Small Spill</b> <ol style="list-style-type: none"> <li>1. Stop leak without risk.</li> <li>2. Move containers from spill area</li> <li>3. Absorb with an inert material and place in appropriate waste disposal container.</li> <li>4. Use spark-proof tools and explosion-proof equipment.</li> <li>5. Dispose of via a licensed waste contractor.</li> </ol>	TBC
Lubricants	Workshop	Yes	Sand, earth vermiculite	PVS gloves, safety glasses, goggles	As above	TBC
Vehicle fluids	Workshop	Yes	Sand, earth vermiculite	PVS gloves, safety glasses, goggles	As above	TBC
Dust control agent	Workshop	Yes	Sand, earth, inert material, vermiculite	PVC Gloves, safety glasses, goggles, overalls	As above	TBC

\* = This information should be drawn from a review of the MSDS or manufacturer/supplier technical information

## **5 Incident Response Protocol**

### **5.1 Response Protocol**

The notification of a pollution incident is the responsibility of all EBH staff and contractor personnel. In the event of an incident, the response protocol presented in Figure 2 overleaf must be implemented.

In the case of a pollution incident as defined by the POEO Act (see Section 3.2 on Page 7), prior to any other action, the site must contact 000 if the incident presents an immediate threat to human health or property. 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.

If the incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences.

These actions must be employed to the maximum extent possible to provide for the safety of people at and within the vicinity of the site and contain the pollution incident.

#### **5.1.1 Immediate internal incident notification process**

The following process is to be followed by all employees, contractors and suppliers of EBH in the event that a pollution incident occurs on site:

1. Immediately notify the person responsible for managing the site (i.e. shift/yard supervisor);
2. If there is an immediate threat to human health or property, then the shift supervisor must call 000 IMMEDIATELY;
3. Contact should also be made with any members of the community who may be directly impacted by the incident;
4. The shift/yard supervisor must then contact Managing Director, Mr David Burgun and provide the following details:
  - Exact location of the incident;
  - Nature and extent of the incident; and
  - Whether First Aid or Emergency Services were called.

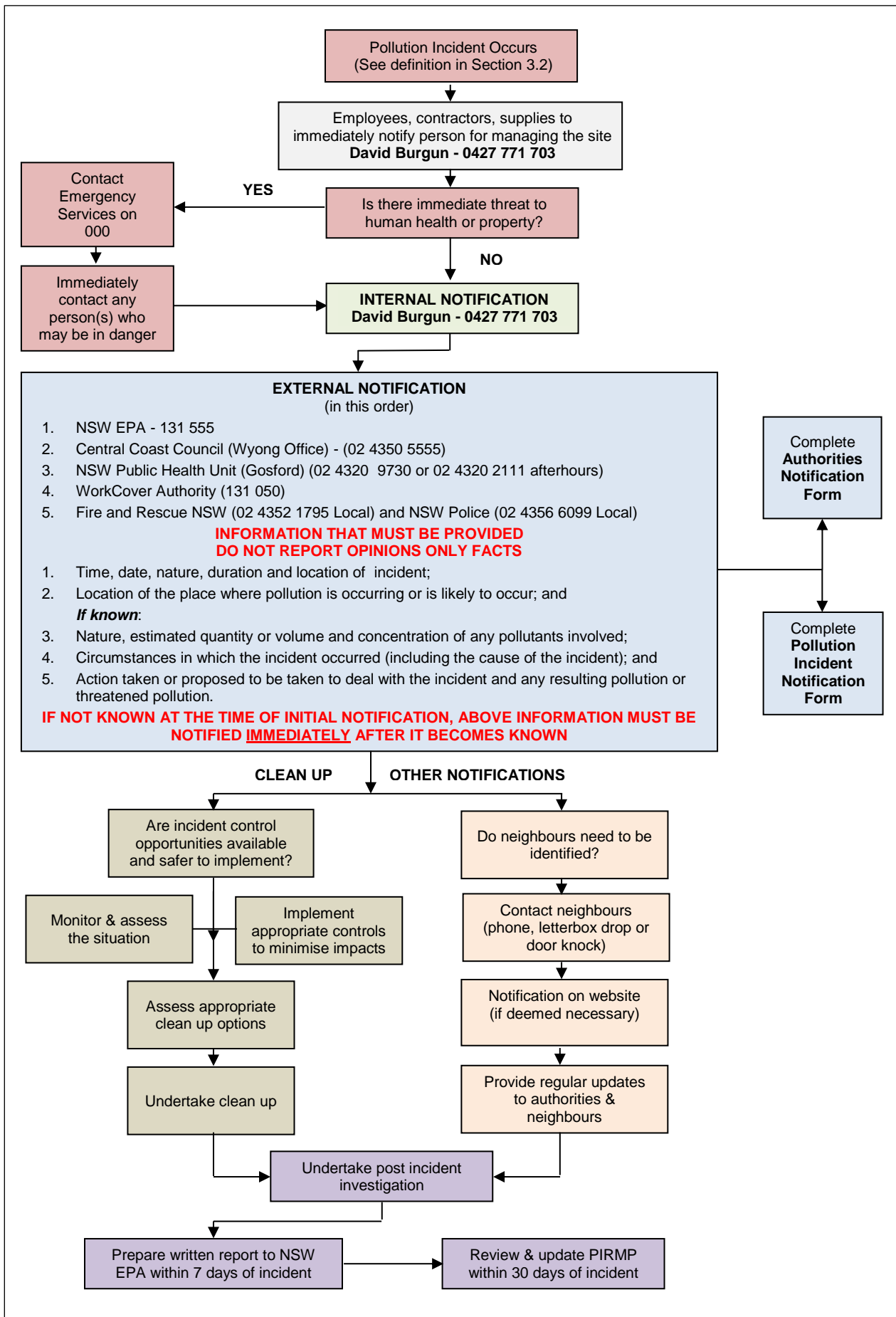


Figure 2: Incident response protocol

### 5.1.2 Notification of pollution incident to external authorities

The Managing Director, Mr David Burgin, is responsible for providing the External Notifications to relevant authorities, IMMEDIATELY after they become aware of the pollution incident. These notifications must be undertaken in the order described below:

1. NSW EPA - 131 555
2. Central Coast Council (Wyong Office) - (02 4350 5555)
3. NSW Public Health Unit (Gosford) (02 4320 9730 or 02 4320 2111 afterhours)
4. WorkCover Authority (131 050)
5. Fire and Rescue NSW (02 4352 1795 Local) and NSW Police (02 4356 6099 Local)

The following information must be provided to the relevant authorities:

1. Time, date, nature, duration and location of incident;
2. Location of the place where pollution is occurring or is likely to occur; and

If known:

3. Nature, estimated quantity or volume and concentration of any pollutants involved;
4. Circumstances in which the incident occurred (including the cause of the incident); and
5. Action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.

If any of the above information is not known at the time the pollution incident is reported to any of the authorities, then that information should be notified to the authorities immediately after it becomes known. Only details that are confirmed to be accurate are to be reported.

### 5.1.3 Incident response & post-notification procedures

The following general clean up procedure is to be followed:

- *Assessment* - Assess best clean up procedures for each incident based on the pollutant and site issues.
- *Remedial Action* - Remove contaminated soil, wastewater and used spill equipment to an appropriate place within the licensed premises for licensed waste disposal and/or remediation.
- *Ongoing Actions* - Following an incident the following must be undertaken:
  - Undertake further monitoring/ testing if required;
  - Complete incident report;
  - Organise restocking of spill equipment;
  - Complete reports authorities, as necessary; and
  - Review PIRMP and Implement corrective actions to avoid reoccurrence.

### 5.1.4 Incident reporting

Within seven (7) days from the date on which the incident occurred, a detailed report must be submitted to the NSW EPA including the following information:

- Describe the date, time, and nature of the incident;
- Identify the cause (or likely cause) of the incident;
- Describe what action has been taken to date; and
- Describe the proposed measures to address the incident.

If any of the information was not known at the time of initial reporting of the incident to any of the authorities, that information should be notified to the authorities immediately after it becomes known.

All communications with any of the authorities following the incident are to be made through the Managing Director, Mr David Burgun.

Following the initial notification of the incident, Mr Burgun is to undertake regular contact with all authorities, and persons who have been notified of the incident, in relation to ongoing actions taken to combat the pollution caused by the incident.

In particular, Mr Burgun will:

- Liaise with the NSW EPA regarding appropriate actions to be taken to control, manage and mitigate the pollution;
- Work co-operatively with the NSW EPA and any other relevant authorities to clean-up any pollution;
- Notify the community of the results of ongoing monitoring of the pollution; and
- Consult any owners or occupiers near the premises regarding any offsite actions to be taken which may affect their properties.

#### **5.1.5 Notification of pollution incident to community**

Any pollution incident causing or threatening material harm offsite may affect upon the neighbouring community and in such instances, EBH will notify neighbouring businesses/landholders.

Communication with these people will be made as soon as practicable following the incident as well as on an ongoing basis until the incident has been fully controlled and any harm caused as a result of the incident has been rectified.

EBH will contact people affected by telephone, letterbox drop or 'doorknocking'. Notifications will also be provided, if deemed necessary on the EBH website.

The method and content of any communication will depend on the incident and the actions required to protect human health.

## **6 Reporting, Review & Training**

### **6.1 Training**

All new staff, contractors and visitors to the premise will undergo a site induction. Training programs will ensure all personnel are aware of this PIRMP and the response protocol to a pollution incident.

For staff and contractors who are in contact/work with dangerous goods and/or hazardous materials at the premise, specific safety and environmental training will be provided in accordance with the measures detailed in the facilities EMP.

Targeted training exercises will also be undertaken for those employees in regard to the safe and correct use of all spill clean-up equipment or pollution prevention structures on site and the safe handling and legal disposal of contaminated materials and wastes resulting from an incident.

A training exercise designed to test the adequacy of emergency preparedness and response will be undertaken at least once each year.

Refresher training on this PIRMP will also be provided to all staff and contractors if there are any amendments, in addition to periodic refresher training on an annual basis.

Records all personnel undertaking the site induction and training, including the contents of the training, date and name of trainer/s will be kept in the Training Log included in the facility EMP.

### **6.2 Testing, Review & Amendment**

Testing of the PIRMP will be undertaken to check that the information is accurate and current and that the plan is capable of being implemented in a workable and effective manner. Testing will be undertaken in the following ways:

1. The PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing undertaken is to be either a desktop review or an environmental emergency drill. Testing will include all components of the plan, including training requirements.
2. A review of the PIRMP will occur every 12 months. Contact details in this document must be kept current at all times; and
3. The PIRMP will be reviewed within one month of the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of the incident, to determine if the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.

Records of testing will be provided in the Testing Record Register presented in Appendix A. Information to be retained regarding PIRMP testing includes:

- The manner in which the test was undertaken;
- Dates when the plan has been tested;
- The person who carried out the testing; and
- The date and description of any update of or amendment to the plan.

Beyond this annual testing (and if required consequential amendment) this PIRMP may be amended from time to time. Here amendments within the plan must be consistent with any legislative and regulatory requirements, including licence and development conditions in force at that time.

Records of amendments must be provided in the Amendment Record Register presented in Appendix B and the plan considered a controlled document to ensure that only the current version is used and that superseded versions are removed from use.

Version numbers will be clearly displayed on any printed copies and the current version number and revision register will be maintained in the master copy.

### **6.3 Plan Availability**

EBH will make the current version of the PIRMP publicly available on their website.

On completion of the annual testing and review process (Section 6.2) following a test in response to a pollution incident or periodic amendment, EBH will make the amended version available on its website.

A hard copy of the PIRMP will also be available at the site office and will be provided to all personnel responsible for implementation and new staff during inductions.

The current version of PIRMP will be made available to an NSW EPA Authorised Officer on request.

## 7 Roles & Responsibilities

Details of roles and responsibilities concerning the carriage for this PIRMP and its implementation are presented in Table 6 below.

During new staff inductions, responsibilities will be issued to all relevant personnel of their induction program.

**Table 6: PRIMP roles and responsibilities**

ROLE	PERSON	RESPONSIBILITY
Managing Director/Facility Management	Mr David Burgun	<ul style="list-style-type: none"> <li>• Provide adequate resources for the implementation of this PIRMP.</li> <li>• IMMEDIATELY implement this PIRMP when notified that a pollution incident has occurred onsite, including notifications as per Section 5.1.</li> <li>• Provide written pollution incident report to EPA within 7 days on an incident occurring.</li> <li>• Ensure that all employees and contractors are given adequate training in identifying and responding to pollution incidents and ensure they are aware of the penalties for failing to comply</li> <li>• Annually test this PIRMP.</li> <li>• Ensure amendments to this PIRMP following each test are undertaken.</li> </ul>
Administration Manager		<ul style="list-style-type: none"> <li>• Ensure this PIRMP is kept up to date - including contact details and registers are up to date at all times.</li> <li>• Prepare amendments following each test.</li> <li>• Ensure the current version of this PIRMP is displayed on the website and a hard copy is kept at the office (in a prominent, readily accessible location).</li> </ul>
Shift Supervisor		<ul style="list-style-type: none"> <li>• IMMEDIATELY implement this PIRMP when notified that a pollution incident has occurred onsite, including notifications as per Section 5.1.</li> </ul>
All staff, contractors and suppliers onsite		<ul style="list-style-type: none"> <li>• IMMEDIATELY report all pollution incidents to the persons responsible for the site - i.e. shift supervisor.</li> <li>• Ensure all chemicals, hydrocarbons and hazardous substances are stored and handled appropriately.</li> <li>• Report any potential hazards to supervisor.</li> <li>• Evacuate area and/or assist in clean-up operations.</li> </ul>

## Appendix A

### PIRMP TESTING RECORD REGISTER

# PIRMP Testing Record Register

Note: - Plan testing must be carried out, at a minimum, on an annual basis 12 months and within 1 month of a pollution incident

DOCUMENT VERSION	REASON FOR TEST (Annual or Incident)	TYPE OF TEST (i.e. Desktop or Drill)	DATE OF TEST	PERSON WHO CARRIED OUT TESTING	PLAN AMENDMENT REQUIRED (Yes or No)	DATE OF PLAN AMENDMENT

## **Appendix B**

### **PRIMP AMENDMENT RECORD REGISTER**

# PIRMP Amendment Record Register

Note: - This register is to be filled in for each revision of this PRIMP

DOCUMENT VERSION	DATE OF PLAN AMENDMENT	AMENDMENT BY	SUMMARY OF AMENDMENT	UPLOAD TO WEBSITE? NEW HARDCOPY ISSUED?



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